

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT

SECTION 4 (1)(b)(2)

Role and Duties of the Director:

The Director shall be the Principal Executive & Training Officer and Member- Secretary of the Executive Council and is expected to guide the Institute towards excellence in training and research on the one hand and towards becoming the think-tank of the Government in relation to policy research and impact assessment on the other hand. In keeping with the provisions of the Memorandum of Association and Rules of HIP A , the duties of the Director are briefly enumerated below:

- (i) Guiding the faculty towards making the training more practical and functional while maintaining its theoretical foundation
- (ii) Ensuring that the training is carried-out in an interactive mode and has a substantive element of experience-sharing and sensitivity analysis;
- (iii) Facilitating research in key areas of administration.
- (iv) Assessing the impact of Government policies and programmes.
- (v) Providing policy alternatives to Government in critical areas of administration.
- (vi) Maintaining a warm rapport with the Trainees.
- (vii) Ensuring continuous improvement in the quality of courses by fine-tuning them to the felt needs of Government Departments, Statutory Boards, Government Undertakings and major Agencies controlled/substantially funded by the Government;
- (viii) Ensuring a high quality of administration;
- (ix) Building an interface with civil society through training of elected representatives, entrepreneurs and NGOs;
- (x) Promoting a spirit of entrepreneurship in the State; &
- (xi) Providing leadership in the area of good governance.

Besides the discharge of the above duties, the Director shall work as Course Director for a minimum of thirty days, prepare a case study and guide one research study on an annual basis.

Duties of the Course Director:

It will be the duty of each Course Director to take all necessary steps to make a success of her/his course. In this regard, the following duties are enjoined on each Course Director:-

- i. The Course Director shall develop a Course Design in terms of : (a) Clear-cut objectives, (b) Sequenced topics for constituting the course content, (c) Interactive Training Methodology, (d) Feedback of every session in an appropriate format to be collected daily, (e) List of properly referenced chapters in Books and Articles to be supplied to trainees in the form of Course Reading Material along with Practical Exercises and Group-Study Topics, (f) Expected learning outcomes of trainees and (g) Method for evaluating the performance of trainees. A sample Course Design is given as an illustration at Appendix I.
- ii. The Course Director shall undertake the writing of a Core Paper on the main theme of the Course. A sample Core Paper is provided as an illustration at Appendix II.
- iii. The Course Reading Material for the Course included in the Course Design shall provide information regarding the Title of the Publisher and the specific pages which are being used for training. The Course Director shall ensure that in case there is any Act, Rules or Govt. Instructions relevant to the Course, suitable copies/extracts of the same are provided to the trainees.
- iv. The Course Director shall ensure that all the reputed the latest references (in appropriate extracts) on the subject are included in the Course Reading Material.
- v. The Course Director will ensure that the latest statistics pertaining to Haryana on the subject or the status of Haryana in the said regard (along with proper references regarding sources of Statistics/status) is included as an integral part of the Course Reading Material.
- vi. The Course Director shall also ensure that the performance of Haryana in relation to relevant schemes on the subject are duly discussed during various lectures in the context of the performance other states of India and a few leading developing countries which have had a good track record in the relevant field.
- vii. At least 50% of the lectures in the Course shall be by the in-house faculty with the Course Director playing a leadership role in this regard.
- viii. The Course Director shall ensure that the Guest Faculty has a balanced representation from (a) eminent Academicians, (b) experienced Civil Servants and reputed Representatives of NGOs.
- ix. The Course Director shall send the Course Design to the Director at least seven weeks before the scheduled date of the Course along with a list of the proposed Guest Faculty to be invited giving a brief bio-data of each guest

speaker in the format given at Schedule D. the Director shall then interact with the Course Director with a view to striking a desirable balance between Academicians, Civil Servants and Representatives of NGOs.

x. The Course Director shall send the final Course Programme giving the specific topic of each session with reference to in-house and Guest Faculty members at least five weeks before the scheduled date of the Course.

xi. The Course Director shall send the Core Paper prepared by her/him for the Course along with a complete copy of the Course Reading Material duly referenced and containing statistics about Haryana (compared to a couple of leading States) where applicable to the Director at least three weeks before the scheduled date of the Course.

xii. The Course Director shall submit her/his Report on the Course to the Director along with evaluation of trainees (by a multiple-choice quiz or other methods) within two weeks of the end of the Course.

xiii. The Course Director shall address letters to Heads of Departments, Heads of Boards, Corporations and other Govt. supported Agencies related to the central theme of his Course at least nine weeks before the scheduled date of the Course. Further, the Course Director shall follow up each initial letter with weekly reminders/telephone calls as well as a personal visit (if required) to ensure that at least twenty five nominations are received for the Course at least one month before the scheduled date of the Course.

xiv. Any other duties assigned by Director, HIPA.

Duties of the Faculty Training Coordinator (FTC):

The Faculty Training Coordinator (FTC) will be an integral part of the Training Branch and shall perform the following duties :-

i. The FTC shall maintain liaison with all the Course Directors and ensure that the time schedule indicated in the preceding section is followed by each Course Director.

ii. The FTC shall ensure that persons from her/his branch shall get the Feedback Forms for each session filled by the trainees on a daily basis. The said forms will be analyzed by the Training Branch and results submitted to the Course Director within a week of the end of the Course.

iii. The FTC will maintain a Data Bank of Guest Faculty subject-wise as well as name-wise involving information relating to:

a) Educational qualifications along with institutions from which they were secured;

b) Topics of M.Phil and Ph.D. dissertations in case of Academicians and other if they possess such a qualification;

c) References of major books and articles authored by each guest Faculty- member;

d) Administrative or supervisory positions held;

e) Title of leading papers presented at national and international seminars;

f) Areas of interest; &

- g) Any other achievement which a guest Faculty-member would like to mention.
- iv. The FTC shall analyse the Report of the Course Director and submit it to the Director with her/his comments within one week of its receipt,
- v. The FTC shall send the Course Report to the Department of Personnel & Training, Government of India or any other course-sponsoring agency (where required) within one week of its receipt from the Director.
- vi. The FTC will maintain constant liaison with the Nodal Officer for Training & Research of each Department and every major Board, Corporation or Agency substantially supported by the Government.

- vii. The FrC will conduct a Training Needs Analysis (TNA) of various Departments & agencies with the Nodal Officers on a continuing basis with a view to fine-tuning the training programmes to the felt needs of our clients.
- viii. The FrC will continuously follow the Systematic Approach to Training (SAT) in collaboration with Faculty-members and Nodal Officers in terms of making the courses more need-focused; more practical exercises oriented; more interactive in terms of syndicate reports; more sensitivity analysis-based in terms of group discussions subsequently analyzed by experts; and more impact assessment-based in terms of actual implementation of new management approaches in the operations of selected Departments consequent to Training.
- ix. The FrC will prepare the draft Annual Training Report of HIPA and submit it to the Director by the 7th January of every year.
- x. The FrC will prepare the Draft Training Calendar for the next Calendar Year and submit it to the Director by the 7th January of every year.
- xi. The FrC will facilitate the training process in every possible manner for ensuring continuous improvement in the quality of training.
- xii. Any other duty assigned by the Director HIPA.