

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION: GURUGRAM**

**FOUNDATION COURSE FOR HCS AND OTHER ALLIED SERVICES**

**03.02.2020 TO 08.02.2020**

**(2<sup>nd</sup> Week)**

<b>Date</b>	<b>Time</b>	<b>Group A (Room No. 301)</b>	<b>Group B (Room No. 304)</b>	<b>Group C (Room No. 322)</b>
<b>Monday 03.02.2020</b>	10.00 to 11.50	Haryana Civil Services (Govt. Employees Conduct) Rules, 2016- Do's and Don'ts <b>A.C. Sharma</b>	Haryana Civil Services (Govt. Employees Conduct) Rules, 2016- Do's and Don'ts <b>Rajvir Dhaka</b>	Haryana Civil Services (Govt. Employees Conduct) Rules, 2016- Do's and Don'ts <b>R.A.Kaushik</b>
<b>03.02.2020</b>	11.50 to 12.50	Administrative Skill – How to organize a Function <b>K.K. Jalan</b>		
<b>03.02.2020</b>	02.00 to 03.50	Public Grievance Redressal Mechanism- A Key to Good Governance (Section A +C will be a joint session in Gandhi Hall) <b>M.K.Midha</b>	Public Grievance Redressal Mechanism- A Key to Good Governance Section B <b>Rajvir Dhaka</b>	Public Grievance Redressal Mechanism- A Key to Good Governance (Section A +C will be a joint session in Gandhi Hall) <b>M.K.Midha</b>
<b>03.02.2020</b>	03.55 to 05.10			
<b>Tuesday 04.02.2020</b>	10.00 to 11.50	Work Life Balance <b>Sanjiv Pandey</b>	Interpersonal Relationship <b>M. Pathi</b>	Communication and Presentation skill <b>Prashant Sharma</b>
<b>04.02.2020</b>	12.00 to 01.00	Communication in Government : Noting & Drafting Hands on How to put up PUC – File Preparing D.O <b>R.P.Nasa</b>	Communication in Government : Noting & Drafting Hands on How to put up PUC – File Preparing D.O <b>S.K.Setia</b>	Communication in Government : Noting & Drafting Hands on How to put up PUC – File Preparing D.O <b>Pawan Sharma</b>
<b>04.02.2020</b>	<u>02.00 to 03.00</u>	Communication in Government : Noting & Drafting Hands on How to put up PUC – File Preparing D.O. <b>R.P.Nasa</b>	Communication in Government : Noting & Drafting Hands on How to put up PUC – File Preparing D.O <b>S.K.Setia</b>	Communication in Government : Noting & Drafting Hands on How to put up PUC – File Preparing D.O <b>Pawan Sharma</b>
	03.00 to 04.00	Continued	Continued	<b>03.15 – 05.15</b>
<b>04.02.2020</b>	04.00 to 05.15	Communication in Government : Noting & Drafting Hands on How to put up PUC – File Preparing D.O. <b>R.P.Nasa</b>	Communication in Government : Noting & Drafting Hands on How to put up PUC – File Preparing D.O <b>S.K.Setia</b>	<b>Work Life Balance</b>  <b>Sanjeev Pandey</b>
<b>Wednesday 05.02.2020</b>	10.00 to 11.35	Panel Discussion on Resurgent India : Place of Civil Services in the Changing Scenario <b>M.J. Akbar/Ashok Lavasa/Surina Rajan</b>		
	12.00 – 01.00  (01.00 – 02.00 Lunch)	<b>Record Management</b>  <ul style="list-style-type: none"> <li>Managing Record on Racks</li> <li>Recording of file</li> <li>Retrieval of file</li> <li>Weeding of Record</li> </ul> <b>R.P.Nasa</b>	<b>Record Management</b>  <ul style="list-style-type: none"> <li>Managing Record on Racks</li> <li>Recording of file</li> <li>Retrieval of file</li> <li>Weeding of Record</li> </ul> <b>Pawan Sharma</b>	<b>Record Management</b>  <ul style="list-style-type: none"> <li>Managing Record on Racks</li> <li>Recording of file</li> <li>Retrieval of file</li> <li>Weeding of Record</li> </ul> <b>S.K.Setia</b>
<b>05.02.2020</b>	02.00 to 03.00	<b>Record Management</b>  <ul style="list-style-type: none"> <li>Managing Record on Racks</li> <li>Recording of file</li> <li>Retrieval of file</li> <li>Weeding of Record</li> </ul> <b>R.P.Nasa</b>	<b>Record Management</b>  <ul style="list-style-type: none"> <li>Managing Record on Racks</li> <li>Recording of file</li> <li>Retrieval of file</li> <li>Weeding of Record</li> </ul> <b>Pawan Sharma</b>	<b>Record Management</b>  <ul style="list-style-type: none"> <li>Managing Record on Racks</li> <li>Recording of file</li> <li>Retrieval of file</li> <li>Weeding of Record</li> </ul> <b>S.K.Setia</b>

<b>05.02.2020</b>	03.00 to 05.10	Panel discussion on Prevention on Sexual Harassment at Workplace <ul style="list-style-type: none"> <li>• Concept/Salient Features</li> <li>• Cases</li> <li>• Judgement</li> </ul> <p style="text-align: right;"><b>Panellist : P.K. Mahapatra/Vageshwari Deshwal Pinky Anand/Gayatri Sharma</b></p>		
<b>Thursday 06.02.2020</b>	10.00 to 11.30	Haryana Civil Services (Punishment & Appeal) Rules, 2016:- Enquiry : How to conduct & How to face  <b>M. K. Midha</b>	Haryana Civil Services (Punishment & Appeal) Rules, 2016:- Enquiry : How to conduct & How to face  <b>Megh Raj Sharma</b>	Haryana Civil Services (Punishment & Appeal) Rules, 2016:- Enquiry : How to conduct & How to face  <b>Mohinder Kumar</b>
	11.50 to 12.50	Writing Speaking Orders Hands on  <b>M. K. Midha</b>	Writing Speaking Orders Hands on  <b>Megh Raj Sharma</b>	Writing Speaking Orders Hands on  <b>Mohinder Kumar</b>
<b>06.02.2020</b>	02.00 to 05.00	<b>Right to Information Act-</b> * Background * Provisions , Interpretation * Implementation Cases & Judgement <b>- Rajvir Dhaka</b>	<b>Right to Information Act-</b> * Background * Provisions , Interpretation * Implementation Cases & Judgement <b>- Aarti Dudeja</b>	<b>Right to Information Act-</b> * Background * Provisions , Interpretation * Implementation Cases & Judgement <b>- Major Gen.J.B.S.Yadav</b>
<b>Friday 07.02.2020</b>	10.00 to 11.50	Disaster Management Initiatives in Haryana  <b>Abhay K.Shrivastava</b>	Disaster Management Initiatives in Haryana  <b>Bhuwan Kumar</b>	Disaster Management Initiatives in Haryana  <b>Anshu Tiwari</b>
<b>07.02.2020</b>	11.50 12.50	Administrative Skill: How to prepare District Disaster Management Plan  <b>Abhay K.Shrivastava</b>	Administrative Skill: How to prepare District Disaster Management Plan  <b>Bhuwan Kumar</b>	Administrative Skill: How to prepare District Disaster Management Plan  <b>Anshu Tiwari</b>
<b>07.02.2020</b>	02.00 to 03.55	<b>Administrative Skills :</b> • Conducting a Meeting • Attending a Meeting • Recording of the Minutes  <b>M.K.Midha</b>	<b>Administrative Skills :</b> • Conducting a Meeting • Attending a Meeting • Recording of the Minutes  <b>K.K. Jalan</b>	<b>Administrative Skills :</b> • Conducting a Meeting • Attending a Meeting • Recording of the Minutes  <b>Surina Rajan</b>
	04.10 to 05.10	Conducting a meeting – Hands on (Role Play)  <b>M.K. Midha</b>	Conducting a meeting – Hands on (Role Play)  <b>K.K. Jalan</b>	Conducting a meeting – Hands on (Role Play)  <b>Surina Rajan</b>
<b>Saturday 08.02.2020</b>	06.00 to 05.10	<b>Visit to Surajkund</b>		

**TEA BREAK: 11.35 to 11.50 A.M. & 03.55 - 04.10 P.M. & LUNCH: Group A – 12.50 P.M. to 1.30 P.M., Group B – 01.10 P.M. to 01.45 P.M. & Group C – 01.30 P.M. to 2.00 PM**

**Morning PT & Yoga: 06.00 to 7.00 A.M. (Monday to Saturday)**

**Pre Dinner Session 07nd February, 2020 (Friday) Talk on “Achieving the Excellence – Anand Super - 30**

**Note: The trainees will not leave the class without prior permission of the Course Team.**

**Dress for PT for Men – HIPA T-Shirt or HIPA Track Suit, White Sports & White Shoes**

**Dress for PT for Women – Salwar Kurta or HIPA Track Suit**

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION:GURURAM**  
**“FOUNDATION COURSE FOR HCS AND OTHER ALLIED SERVICES”**  
*(27 January – March 06, 2020)*  
*(03.02.2020- 08.02.2020) (Second Week)*

**LIST OF FACULTY**

<b>Sr.No.</b>	<b>Name of the Guest Faculty</b>	<b>Sr.No.</b>	<b>Name of the In-house Faculty</b>
1.	Sh. K.K.Jalan, IAS Former Addl. Chief Secretary to Govt. of Haryana <a href="mailto:jalankk82@gmail.com">jalankk82@gmail.com</a>	1.	Ms. Surina Rajan, IAS(Retd.) Director General Haryana Institute of Public Administration, Gurugram.
2.	Sh. M.J.Akbar, Member of Parliament, Govt. of India	2.	Shri M.D. Sinha, IFS Additional Director HIPA, Gurugram
3	Sh. Pawan Sharma, Deputy Secretary, C.M.Cell, Chandigarh.	3.	Sh. M.K.Midha, IAS(Retd.) Consultant, Sevottam HIPA, Gurugram.
4	Sh. S.K.Setia, HCS (Retd.) Officer, Govt. of Haryana, Chandigarh.	4.	Sh. Mohinder Kumar IAS(Retd.) Consultant, HIPA, Gurugram
5.	Sh. R.P.Nasa, OSD(Rules), C.M.Cell, Civil Secretariat, Chandigarh.	5.	Dr. Ekta Chopra, HCS Joint Director, HIPA, Gurugram
6.	Sh. Sanjiv Pandey, Consultant & Trainer, Delhi. <a href="mailto:sanjivsaksham@gmail.com">sanjivsaksham@gmail.com</a>	6.	Dr. Neeraja Malik, CFTC, HIPA, Gurugram
7.	Prof. M.Pathi , Professor, Deptt. of Management Studies, IIIT, Delhi. <a href="mailto:kmpathi@iiid.ac.in">kmpathi@iiid.ac.in</a>	7.	Dr. Abhay Shrivastava HEAD, Faculty of Disaster Management, HIPA, Gurugram
8.	Sh. Megh Raj Sharma, Former Principal, DTC, Hlsar.	8.	Dr. Manveen Kaur, Faculty of Rural Development, & FTC HIPA, Gurugram
9.	Major Gen. J.B.S.Yadav, RTI Expert	9.	Mrs.Aarti Dudeja, Faculty of Public Administration, HIPA, Gurugram
10.	Sh. Prashant Sharma, Trainer & Consultant, First Personality, Gurugram.	10.	Dr. Rajvir Dhaka Faculty of Public Administration, HIPA, Gurugram
.		11.	Sh. Avinash Chander Sharma, Principal, DTC, Gurugram
		12.	Sh. V.P.Asija, (Retd.) Principal, DTC, Rohtak
		13.	Dr. Bhuwan Kumar, Faculty Disaster Management, HIPA, Gurugram
		14.	Dr. Anshu Tiwari, Faculty Disaster Management, HIPA, Gurugram