

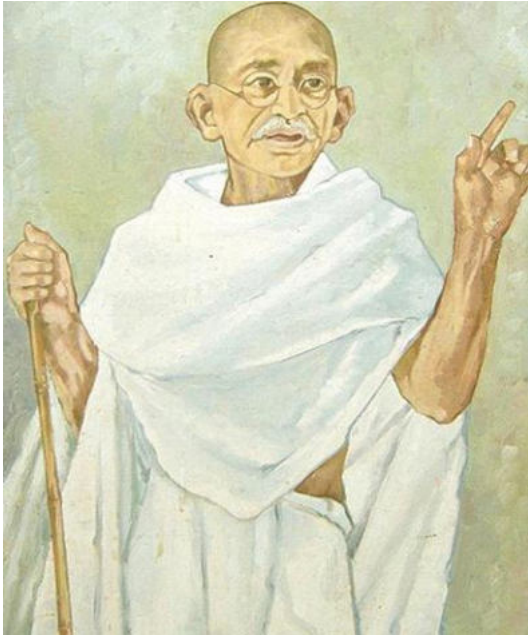
# Course Handbook

**Induction Training Programme for IAS Officers**

4<sup>th</sup> November – 15<sup>th</sup> December 2019



**Mahatma Gandhi State Institute of Public Administration, Punjab**  
Institutional Area, Sector - 26, Chandigarh - 160019



*“I will give you a talisman. Whenever you are in doubt, or when the self becomes too much with you, apply the following test. Recall the face of the poorest and the weakest man whom you may have seen, and ask yourself, if the step you contemplate is going to be of any use to him.”*

-Mahatma Gandhi

# Message from Director General



Dear Friends,

It gives me great pleasure to present to you the Course Handbook of the 121(A) - Induction Training Programme for IAS Officers being conducted by Mahatma Gandhi State Institute of Public Administration, Punjab in partnership with the Lal Bahadur Shastri National Academy of Administration, Mussoorie. We are privileged to organize this programme for the first time on our campus from 4<sup>th</sup> November to 15<sup>th</sup> December 2019. This handbook provides an overview of the programme, facilities offered on campus and outdoors and co-curricular activities planned during the programme. I am sure you will find the handbook useful and handy during the programme.

Wishing you a very comfortable and fruitful stay at the Institute.

**(Karan Bir Singh Sidhu)**  
Special Chief Secretary-cum-  
Financial Commissioner, Punjab &  
Director General, MGSIPA

## About MGSIPA



Mahatma Gandhi State Institute of Public Administration (MGSIPA), Punjab at Chandigarh is the Administrative Training Institute (ATI) of the Government of Punjab engaged in imparting quality training in various disciplines to officers and officials of the State Government and its Boards, Corporations, Central government and other Organizations; as well as undertaking research studies including evaluation and consultancy in public administration, public policy and governance. The Institute is an ISO 9001:2015 and ISO 14001:2015 certified organization for its training activities and is spread over 12 acres in a pollution free institutional area in Sector 26, Chandigarh.

MGSIPA houses subject - specific Centres for Management Development, Law Justice & Governance, Urban Governance, Sevottam, Secretariat Staff Training, Engineering Studies and RTI. MGSIPA has three Regional Centres located at Bathinda, Jalandhar and Patiala. The Institute also runs a Civil Services Coaching Centre.

MGSIPA organizes over 200 training programmes a year, which include Foundation Training Programmes, Induction Training Programmes, Trainer Development Programmes, In-Service Training Programmes and regular domain-specific three-day and five-day training programmes for various categories of employees of the Government.

*In a gentle way, you can shake the world.*

*-Mahatma Gandhi*

# From the Course Coordinator



Dear Participant,

On behalf of the course team, I extend a warm welcome to you for the Induction Training Programme. The Induction Training Programme is an important milestone as you enter a new phase in your career. The wider role that you will now be called upon to play in the governance and administration of this great nation calls for realignment of attitudes, refinement of skills and widening of perspective. Your rich state specific administrative experience will be leveraged through cross-learning of best practices. In the course of these six weeks, you will be exposed to the contemporary issues of importance to administrators across the country. You will not only be discussing issues of growth and development, but also of equity and inclusion in the overall paradigm of governance.

The principal aim of the programme is perspective-building and imparting conceptual clarity to the participants who have been working in the field as well as inform them about the new developments in the area of public policy, governance and public administration.

The sports facilities in and around the Institute afford an opportunity to indulge oneself in long walks, cycling, short treks, yoga and vigorous sports activities. I do hope that you would avail of these options and leave the environs of the Institute richer with this holistic experience.

The success of any training programme rests not only on a good and relevant course design, delivered by renowned faculty but more importantly on the willingness to learn on part of participants. While I assure you that the Institute would not be found wanting in doing its best for each one of you, I hope that you will also reciprocate the efforts and imbibe the inputs and exposure that this programme affords in right earnest. I expect that you will go back to your respective jobs both refreshed and motivated with a commitment to make governance more effective.

I wish you a very happy and fruitful stay at the Institute.

A handwritten signature in blue ink, appearing to read 'Jaspreet Talwar'.

**Jaspreet Talwar, IAS**  
Secretary-cum-Director, MGSIPA  
Course Coordinator

# Training Programme



The academic sessions will be held in the MGSIPA Campus. The boarding and lodging facilities are also on Campus.

## Objectives

By the end of the Course, the officer will be able to:

- Better understand the all-India nature of Indian Administrative Service and develop an all-India perspective on the working of public administration and macro-economy of the country.
- Be better equipped to handle various assignments with knowledge of the latest policies and programmes in various sectors as well as learnings from experiences of the fellow participants
- Be able to apply the principles of collaborative working and leadership and negotiations in their work setting.

## Curricular Inputs

Inputs will be given in Economics, Management, Public Administration and Contemporary Affairs. In a rapidly changing world, technology is the fulcrum of good governance and effective administration. The course is designed to equip you with the latest set of tools of Information & Communication Technology, in order to facilitate informed and quick decision-making, rather than those based on gut feeling and heuristics.



## Study Tour

As part of the Study Tour you will be exposed to some of the innovations and best practices undertaken by some of your own colleagues in the country. You will be visiting New Delhi and calling on various dignitaries and senior government functionaries. The tour would also include a one week attachment with the Korea Development Institute (KDI), Seoul, South Korea from 08-15 December, 2019.

## Pedagogy

To facilitate participatory learning, the following pedagogical tools will be adopted:

- Lecture and Discussion
- Case Studies
- Hands on Computer Training
- Experience Sharing Presentations
- Films and Discussions
- Management Games
- Group Work
- Field Visits

## Experience Sharing Presentation (ESP)

Participants are required to submit a 3-4 page write-up and some participants will be asked to make individual presentation about a unique professional experience in an area of interest.

## Daily Schedule

	<b>Morning PT/Yoga</b>	<b>06:30 - 07:30 hrs.</b>
1.	Session-I	09:30 - 10:40 hrs.
	<b>Tea/Coffee Break</b>	<b>10:40 - 11:00 hrs.</b>
2.	Session-II	11:00 - 12:10 hrs.
3.	Session-III	12:20 - 13:30 hrs.
	<b>Lunch Break</b>	<b>13:30- 14:30 hrs.</b>
4.	Session-IV	14:30 - 15:40 hrs.
	<b>Tea/Coffee Break</b>	<b>15:40 - 16:00 hrs.</b>
5.	Session-V	16:00 - 17:10 hrs.

Classes will be held in the Academic Block.

*Minds are like parachutes: they only function when open.*

*-Thomas R. Dewar*

# Course Evaluation

It sounds cliched but is true that what gets measured gets done. The Institute is of the considered view that for any training programme to be meaningful and relevant, it is important to evaluate the performance of every participant on different parameters. The Course Team of course is also conscious that stringent evaluation does not either dilute the joie de vivre of the course or adversely affect peer-group dynamics.

Each participant would be evaluated on the following criteria:

• End of Course Exam	40 marks
• Experience Sharing Paper	20 marks
• Problem Solving Group Work	20 marks
• Director's Assessment	20 marks
<b>Total</b>	<b>100 marks</b>

The marks attained by a participant shall be converted into grades as follows:

• 85% and above	A+
• 75% to 84%	A
• 66% to 74%	B
• 65% and below	C

## End of Course Exam

A multiple choice online End of Course Exam will be held prior to departure for the Bharat Darshan and Foreign Study Tour. This will be based on the inputs given during the course.

## Director's Assessment

The Director's Assessment will be based on the following parameters:

- Discipline, Punctuality and Participation in class
- Participation in outdoor and co-curricular activities
- Course team's overall assessment





# Discipline, Leave and Dress Code



For any training programme to be professional and business-like, it is imperative that the participants abide by certain basic ground rules. In an in-service training programme such as this, it is even more important that the participants display a high level of maturity and set a standard that is worthy of emulation by their younger colleagues. The general conduct of the participants in the course, both within and outside the Institute, must be such as is expected from an IAS officer. The general policy on Discipline, Leave and Dress is given below.

- Attendance in all sessions, mentioned in the timetable, is mandatory
- Punctuality will be faithfully observed by all participants
- Use of mobile phones, laptops & tablets in classrooms is not allowed, unless mandated
- Polite and courteous behaviour with faculty, peers and Institute's staff
- The Institute reserves the right to direct any participant to withdraw from the course on grounds of misconduct.

## Leave

Leave would ordinarily not be granted during the course. This is a 'NO LEAVE' course and any leave would entail repetition of the programme.

## Dress Code

The Institute follows a general dress code i.e. full sleeve formal shirt & formal trousers or coat and trouser/business suit with neckties for gentlemen officers and saree or formal salwar-kameez or western business suit for lady officers. In addition, a formal dress i.e. Coat and trouser/a business suit with neck tie and shoes (other than casuals) for gentlemen officers and saree for lady officers will be required for inauguration, valedictory, group photograph etc. For regular classroom sessions necktie is optional.

## Family Visit

Families would only be allowed during the final week of the course i.e. from Friday, Nov 22, 2019 to Saturday Nov 30, 2019. Due to paucity of accommodation, we will not be able to provide an extra room.

# Outdoors and Extra Curricular Activities

MGSIPA firmly believes that a healthy mind can reside only in a healthy body. In keeping with our long-standing tradition, the Induction Training programme endeavors to provide opportunities for outdoor as well as extra curricular activities.



## Physical Activities

Compulsory physical activity will be held every morning on working days from 6.30 am to 7.30 am. Participants may choose their preferred physical activity. There is the option of gymnasium, yoga, games and morning walk.

Facilities for squash, badminton, tennis, swimming and running track are available near campus. There is a well-equipped gymnasium with weight training, cardio-training machines and a trainer available at the Lake Club.

## Extra and Co-Curricular Activities

Participants may elect Coordinators for food, sports and cultural activities. The Coordinators will be expected to organize activities after class hours, both on working days as well as over weekends.

## Weekend Field Visits

As part of the programme, the Course Team will organise weekend excursion/ field visits to nearby places:

- Anandpur Sahib
- Nature Trail, Chandigarh
- Amritsar



## The Lake Club & Sports Complex



You will be member of the Lake Club during your stay at Chandigarh. Members will have access to first class sports facilities in tennis, squash, swimming and a fitness center.



Members shall also have access to the Sports Complex, Sector 7, Chandigarh. This sports complex has the facilities for Athletics, Basketball, Volleyball, Gymnastics, and Indoor Badminton. Table Tennis, Carrom and Chess. It also has a Gymnasium.

*Glory lies in the attempt to reach one's goal and not in reaching it.*

*-Mahatma Gandhi*

# Logistics



## Accommodation

Participants will be provided accommodation in MGSIPA Hostel in the main campus. In case of any complaint regarding the facilities in the rooms, participants may contact the hostel supervisor or Caretaker, or file a telephonic complaint at 422.

## Internet Facilities

The participants are expected to carry their own laptops. MGSIPA campus is Wi-Fi enabled and hostel rooms are also provided with LAN-based internet facility. The hostel has a small computer center with desktops and printing and scanning facilities. A Technical Assistant will be available at the Hostel reception from 6:00 pm to 8:00 pm for assistance. Participants may also contact the Computer Centre at Ext. 228.

## SARGAM

SARGAM will be the one stop portal for all the training related activities with centralized work flow system. Activities such as notices and communication, attendance, feedback, access to reading material, etc. will be done through this portal.

## Dining

Meals will be provided in the Officers' Mess in the Convention Centre. The mess timings will be as follows:

- Breakfast 07:30 am to 9:15 am
- Lunch 01:30 pm to 2:30 pm
- Dinner 07:30 pm to 9:30 pm

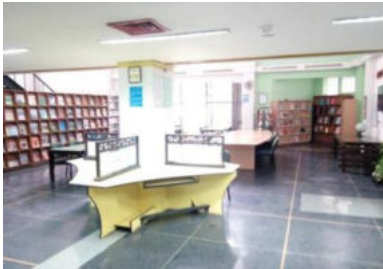
Consumables for tea/coffee have been kept in the room, along with an electric kettle. These will be replenished by the room attendant as and when required.

## Library

MGSIPA Library is housed in a three-storied building and has a collection of over 34000+ volumes. The Library subscribes to 55 periodicals. Manuals on land revenue and various Acts and Rules relating to the State of Punjab and Central Government form a special part of the Library's collection.

Participants can get the books and magazines issued and returned during the training period and also access the electronic resources – SCC Online, Manupatra (legal database); EBSCO e-books; DELNET resources and online catalogue of the library ([mgsipa.punjab.gov.in](http://mgsipa.punjab.gov.in)). Participants are also provided access to LBSNAA Library's electronic resources with their SARGAM login IDs.

The Library is fully computerized and has RFID based security system for its collection. The library timings are from 08:30 am to 06:30 pm on working days and from 09:00 am to 06:00 pm on holidays/ weekends.



## Computer Centre

The Computer Centre maintains and supports various ICT enabled services on campus and the local area network. It has four computer labs with 110 computers. All these computers are connected to high speed internet for use of various web based applications required for the training.



# Important Telephone Numbers

## **Name** **Contact No. EPABX-EXT.**

### **Training Coordination**

Mr. Gagandeep Sharma, In-charge (Training)	9646033031	229
Col. Dalbir Singh, GM (Training)	9888037966	562
Dr. R.K. Sharma, Senior Consultant	9814430666	235
Dr. Sanjeev Chaddha, Head, MDC	8727857116	580
Dr. Nayanika Singh, Asst. Professor	9501049190	581

### **Library & Documentation**

Dr. P.V. Rao, Fellow (KM)	9815458120	220
Mr. Anil Sharma, Senior Assistant (Lib)	9041176567	222

### **Computer & IT**

Mr. Umang Sharma, Associate Fellow (SA)	9872976684	226
Mr. Pankaj Bhatia, Technical Associate	9988159689	228

### **Hostel**

Mr. T.S. Kamboj, Hostel Warden	9478503444	577
Mr. Vikram Kumar, Superintendent	9646442063	422

### **Campus Facilities**

Mr. Balvir Chaudhary, ADO	9780605772	303
Dr. S.K. Aggarwal, Medical Advisor	9815691982	137

### **Mess**

Mr. Tara Singh, Manager	9780379662	177
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### **Support Staff**

Mr. Bhavaneet Singh, EA	9855650507	233
Mr. Shiv Murat, MTS	9417416803	562
Mr. Vikram, MTS	8872912271	562



*“I need hardly emphasize that an efficient, disciplined and contended service, assured of its prospects as a result of intelligence and hard work, is a sine qua non of sound administration under a democratic regime, even more than under authoritarian rule. The civil service must be above party and we should ensure that political considerations either in its recruitment or in its discipline and control are reduced to the minimum, if not eliminated altogether.”*

- Sardar Vallabhai Patel



**Mahatma Gandhi State Institute of Public Administration, Punjab**

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