Annual Report 2016-17

Jammu and Kashmir Institute of Management, Public Administration and Rural Development (J&K IMPARD)

About the Institute

The Jammu & Kashmir Institute of Management, Public Administration and Rural Development (J&K IMPARD) is an apex training institute in the State of Jammu and Kashmir. It was established in September 1982 as a Government Department and was subsequently registered in August 1986 as a Society under the J&K Societies Registration Act VI of Samvat 1998 (A.D. 1941).

In the year 1989 State Institute of Rural Development(SIRD) was appended to the Institute and as such the Institute became a composite Institute of ATI(Administrative Training Institute) & SIRD(State Institute of Rural Development). In the meantime Centre for Disaster Management as a part of ATI was established in the Institute in the year 2001 which owes its origin to the Disaster Management scheme launched by Govt. of India in 1995-96.

Recognizing the need for capacity building and skill development among civil servants, the State Government planned to create a manpower pool so as to produce high quality administrative cadre for manning different echelons of the State Administration. As such the intention behind setting up the Institute (J&K IMPARD) was to inculcate quality decision making competencies among various functionaries and organisations in the Government by imparting in-service training to them; and also to undertake research and consultancy in areas of importance vis-à-vis the administration of the State.

Ever since its establishment, the Institute has been playing a pivotal role in sharpening the thinking processes and shaping the perspective of civil servants. Of late the role of the Institute has assumed greater significance in view of the rapid advancement in technology, economy, and managerial practices occurring all over the country.

IMPARD Executive Council

IMPARD Executive Council is the highest decision-making body vested with the authority to supervise, direct, and control the affairs of the Institute. It is also vested with the authority to manage its income and assets (see Rule 15 of Memorandum of Association and Rules of the Society). The Executive Council comprises of the following:

- Hon'ble Chief Minister, J&K State — Chairperson
- Chief Secretary to the Govt. of J&K — Member
- Financial Commissioner Planning & Development Department — Member
- Financial Commissioner Agriculture & Rural Development Department — Member
- Commissioner/Secretary, Finance Department — Member
- Director General, J&K IMPARD — Member-Secretary

Sub-Committee of the IMPARD Executive Council

In order to facilitate policy decision-making on regular basis, Sub-Committee of IMPARD Executive Council was constituted vide Govt. Order No.154 of 1994 dated 11-07-1994 with a mandate of taking decisions in anticipation of the confirmation by the Executive Council. The Sub-Committee of IMPARD Executive Council was subsequently reconstituted vide Govt. Order No.249-GAD of 2007 dated 08-03-2007 which comprises of the following:

- ❖ Chief Secretary, J&K Government — Chairman
- ❖ Principal Secretary to Government, Planning & Development Department — Member
- ❖ Principal Secretary to Government, Finance Department — Member
- ❖ Vice Chairman & Director General J&K IMPARD — Member
- ❖ Joint Director, J&K IMPARD — Member-Secretary

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C O N T E N T S

Preface

Mr. Khurshid Ahmad, IAS

It is a pleasure to present the Institute's Annual Report for the financial year 2016-17. As you know that better part of the year 2016 was consumed by turmoil in Kashmir Division which adversely hit the training activities of J&K IMPARD at its Main Campus, Srinagar. Despite that, no effort was spared to carry out all the scheduled training activities.

During the period in question the Institute organised its activities of capacity building programmes both at its Main Campus, Srinagar and Regional Centre, Jammu in which thousands of trainees, including IAS probationers, State Government officers, elected representatives, NGOs, etc. were trained. The subjects covered in various training programmes included Right to Information, Disaster Management, *Swachh Bharat Abhiyan*, Human Rights, Digital India, Civil Service Regulations, e-Governance, Gender Budgeting, Rural Development, etc.

The publication of the present Annual Report is an effort on our part to present before the readers a detailed account of the activities undertaken by the Institute during the financial year 2016-17. Also the purpose is to invite suggestions for improvement.

Director General
J&K IMPARD

Table I

Sr. No.	Name of the Training Course	Date	Course Coordinator	No. of Partici-pants	Venue	Sponsoring Agency
1.	Orientation Course for the officers of Social Forestry Department	April 4-8, 2016	Dr. Neena Bhalla Associate Professor	07	Jammu	Social Forestry Department
2.	Role and Responsibilities of DDOs	April 20-22, 2016	Ms. Manju Kapoor Assistant Professor	21	Jammu	
3.	Orientation Course for the Officers of Labour Department	April 25-29, 2016	Ms. Manju Kapoor Assistant Professor	23	Jammu	
4.	Food Security in J&K	April 27-29, 2016	Dr. Bilal Ahmad Bhat Assistant Professor	18	Srinagar	
5.	Development of Results Framework for Police Department	April 28-29, 2016	Dr. Ruqaya Amin Associate Professor	23	Srinagar	
6.	Leadership Skills	April 28-29, 2016	Dr. Farzana Shaheen Professor	22	Srinagar	DoPT, GoI
7.	Planning & Implementation of *Sansad Adarsh Gram Yojana*	May 2-3, 2016	Dr. S. N. Alam Professor	33	Srinagar	
8.	Planning & Implementation of *Sansad Adarsh Gram Yojana*	May 2-3, 2016	Dr. Reva Sharma Professor	38	Jammu	
9.	Ethics in Public Governance	May 2-3, 2016	Dr. Jahan Ara Jabeen Associate Professor	36	Jammu	UNDP & DoPT
10.	Gender & Gender Budgeting	May 9-11, 2016	Dr. Jahan Ara Jabeen Associate Professor	08	Srinagar	
11.	ToT Programme on *Gram Panchayat* Development Plan & Integrated District Planning (GPDP & IDP)	May 9-13, 2016	Prof. Suryanaryan Reddy from NIRD; Dr. M. Ashraf Dar Assistant Professor, IMPARD	44	Srinagar	NIRD & PR
12.	Recruitment & Reservation Rules	May 11-13, 2016	Dr. Ruqaya Amin Associate Professor	32	Srinagar	
13.	Drug Abuse – A Roadmap for HIV/AIDS	May 11-13, 2016	Dr. Humera Yaqoob Assistant Professor	27	Srinagar	DoPT (SCTP)
14.	Strategies for Empowerment of Rural Women	May 16-18, 2016	Dr. Shafia Wani Assistant Professor	33	Srinagar	
15.	e-Procurement	May 16-18, 2016	Ms. Manju Kapoor Assistant Professor	20	Jammu	
16.	Refresher Training Course for Frontline Government Functionaries	May 16-19, 2016	Ms. Nighat Amin Research Officer	21	Srinagar	
17.	Office Management Skills for Section Officers	May 23-25, 2016	Dr. Farzana Shaheen Professor	19	Srinagar	
18.	Earthquake and Risk Mitigation	May 23-25, 2016	Dr. G. M. Dar Associate Professor	23	Srinagar	
19.	Induction Training Programmes for Frontline Functionaries of Education Department of District Kulgam	May 23 – June 07, 2016	Dr. Samia Jabeen Assistant Professor	39	Srinagar	DoPT, GoI
20.	Child Labour & Role of Voluntary Organisations	May 30 – June 01, 2016	Dr. Jahan Ara Jabeen Associate Professor	26	Srinagar	
21.	Direct Trainer Skills(DTS)	May 30 – June 01, 2016	Dr. B. A. Kumar Associate Professor	19	Srinagar	
22.	Social Audit in IAY/MGNREGA	May 30 – June 01, 2016	Dr. Reva Sharma Professor	41	Jammu	
23.	Decision Making in Government	June 01-03, 2016	Dr. Ruqaya Amin Associate Professor	18	Srinagar	
24.	Solid Waste Management & Disposal	June 1-3, 2016	Dr. Humera Yaqoob Assistant Professor	14	Srinagar	
25.	Strategies for Empowerment of Rural Women	June 6-8, 2016	Dr. Reva Sharma Professor	22	Jammu	
26.	Book Keeping & Accounting for *Indira Awas Yojana(IAY)*	June 6-8, 2016	Dr. M. Ashraf Dar Assistant Professor	19	Srinagar	
27.	Management of Education Institutions	June 6-8, 2016	Dr. Farzana Shaheen Professor	16	Srinagar	
28.	Planning & Implementation of *Sansad Adarsh Gram Yojana (SAGY)*	June 09-10, 2016	Dr. Reva Sharma Professor	36	Jammu	

29.	Damage & Loss Assessment	June 13-15, 2016	Dr. G. M. Dar Associate Professor	22	Srinagar	
30.	Human Rights	June 13-15, 2016	Dr. Bilal Ahmad Bhat Assistant Professor	33	Srinagar	
31.	Managing Stress in Women Employees	June 20-22, 2016	Dr. Samia Jabeen Assistant Professor	19	Srinagar	
32.	e-Procurement	June 13-15, 2016	Ms. Manju Kapoor Assistant Professor	14	Jammu	
33.	Digital India	June 20-23, 2016	Er. Saidat Nizam Buchh Sr. Informatics Officer	09	Srinagar	
34.	Training of IAS Probationers (Batch 2015-17)	June 20 – Sept. 09, 2016	Dr. Khurshid-ul-Islam Associate Professor	03	Srinagar	
35.	Protection of Women against Domestic Violence	June 22-24, 2016	Dr. Humera Yaqoob Assistant Professor	13	Srinagar	
36.	ISO Quality Certification for Training Institutions	June 27-28, 2016	Dr. Mushtaq A. Khan Professor	12	Srinagar	
37.	Office Management Skills for Section Officers	June 27-29, 2016	Dr. Farzana Shaheen Professor	09	Srinagar	
38.	e-Governance	June 28-29, 2016	Dr. Sunita Zalpuri Professor	23	Jammu	Ministry of *Panchayati Raj*, GoI
39.	e-Library	June 29-30, 2016	Dr. Khurshid-ul-Islam Associate Professor	21	Srinagar	Ministry of *Panchayati Raj*, GoI
40.	*Gram Panchayat* Development Plan (GPDP)	July 18-20, 2016	Dr. Reva Sharma Professor; Dr. Ruchi Gupta Assistant Professor	35	Jammu	Ministry of *Panchayati Raj*, GoI
41.	*Gram Panchayat* Development Plan (GPDP)	July 25-27, 2016	Dr. Reva Sharma Professor; Dr. Ruchi Gupta Assistant Professor	36	Jammu	Ministry of *Panchayati Raj*, GoI
42.	Training of Trainers for Induction Training Programme Series (ToT for ITP series)	July 28-29, 2016	Dr. Sunita Zalpuri Professor	12	Jammu	
43.	*Gram Panchayat* Development Plan (GPDP)	August 01-03, 2016	Dr. Reva Sharma Professor; Dr. Ruchi Gupta Assistant Professor	29	Jammu	
44.	*Gram Panchayat* Development Plan (GPDP)	August 08-10, 2016	Dr. Reva Sharma Professor; Dr. Ruchi Gupta Assistant Professor	37	Jammu	
45.	Food Safety in J&K State	August 17-19, 2016	Dr. Humera Yaqoob Assistant Professor	25	Srinagar	Ministry of *Panchayati Raj*, GoI
46.	Essential Behavioural Skills for Engineers	August 22-24, 2016	Dr. Farzana Shaheen Professor	19	Jammu	
47.	Gram *Panchayat* Development Plan (GPDP)	August 22-24, 2016	Dr. Reva Sharma Professor; Dr. Ruchi Gupta Assistant Professor	34	Jammu	
48.	Direct Trainer Skills(DTS)	August 22-27,2016	Dr. Sunita Zalpuri Professor	15	Jammu	
49.	Managing Stress in Women Employees	August 23-26, 2016	Dr. Samia Jabeen Assistant Professor	19	Jammu	
50.	*Pria*-Soft Accounting System in *Panchayats*	August 29-31, 2016	Dr. Neena Bhalla Associate Professor	26	Jammu	
51.	Protection of Women against Domestic Violence	August 29-31, 2016	Dr. Sunita Zalpuri Professor	15	Jammu	
52.	Refresher Training for Frontline Government Department Functionaries	August 29 – Sept. 01, 2016	Dr. Jyoti Sadhu Research Officer	23	Jammu	
53.	Role & Responsibilities of Drawing & Disbursing Officers in Engineering Departments	Sept. 05-07, 2016	Ms. Manju Kapoor Assistant Professor	09	Jammu	
54.	Financial Management for Public Sector Undertakings	Sept. 19-21, 2016	Dr. Neena Bhalla Associate Professor	17	Jammu	

55.	Planning & Management of *Swachh Bharat* Mission	August 16-18, 2016	Dr. Shafia Wani Assistant Professor	55	Leh	
56.	Food Security in J&K	August 31 – Sept. 02, 2016	Dr. Bilal Ahmad Bhat Assistant Professor	32	Jammu	
57.	Women Entrepreneurship	Sept. 20-22, 2016	Dr. B. A. Kumar Associate Professor	18	Jammu	
58.	School Safety	Sept. 21-23, 2016	Dr. G. M. Dar Associate Professor	17	Jammu	
59.	e-Governance	Sept. 26-28, 2016	Dr. Sunita Zalpuri Professor		Jammu	
60.	Training Need Assessment	Oct. 03-05, 2016	Ms. Manju Kapoor Assistant Professor	11	Jammu	
61.	Leadership Skills for Higher and Middle Level Administrators	Oct. 17-19, 2016	Dr. Sunita Zalpuri Professor	14	Jammu	
62.	Budget Formulation in Government	Oct. 17-19, 2016	Dr. Neena Bhalla Associate Professor	10	Jammu	
63.	Strategies for Rural Entrepreneurship Development	Oct. 19-20, 2016	Dr. Shafia Wani Assistant Professor	19	Jammu	
64.	Office Disaster Management Plan	Oct. 24-27, 2016	Dr. G. M. Dar Associate Professor	10	Srinagar	
65.	Gender Issues	Oct. 26-28, 2016	Dr. Sunita Zalpuri Professor	14	Jammu	
66.	*Swachh Bharat Abhiyan*	Nov. 07-10, 2016	Dr. Shafia Wani Assistant Professor	10	Srinagar	
67.	Training-cum-Exposure Visit on *Swachh Bharat* Mission	Nov. 07-09, 2016	Dr. Ruchi Gupta Assistant Professor	22	Jammu	
68.	Secretariat Assistant Training for Senior Assistants	Nov. 21 – Feb. 20, 2016	Dr. Mohammad Parvez Research Officer	39	Srinagar	
69.	Foundation Course for Junior Assistants	Nov. 21 – Feb. 20, 2016	Ms. Nighat Amin Research Officer	60	Srinagar	
70.	Managing Stress among Women Employees	Nov. 21-24, 2016	Dr. Samia Jabeen Assistant Professor	10	Srinagar	
71.	Web Technologies for Rural Development	Nov. 21-25, 2016	Dr. Reva Sharma Professor	26	Jammu	
72.	Secretariat Assistants Training Course (SATC) in Respect of Senior Assistants of Moving Departments/Officers	Nov. 21 – Feb. 20, 2016	Dr. Jyoti Sadhu Research Officer	66	Jammu	
73.	Foundation Course in Respect of Junior Assistants of Moving Departments and Jammu Division	Nov. 21 – Feb. 20, 2016	Dr. Jyoti Sadhu Research Officer	150	Jammu	
74.	Planning & Implementation of *Swachh Bharat* Mission	Nov. 30 – Dec. 02, 2016	Dr. Ruchi Gupta Assistant Professor	26	Jammu	
75.	Planning & Implementation of *Swachh Bharat* Mission	Dec. 07-09, 2016	Dr. Ruchi Gupta Assistant Professor	20	Jammu	
76.	*Pria*-Soft Accounting System in *Panchayats*	Dec. 13-15, 2016	Dr. Neena Bhalla Associate Professor	15	Jammu	
77.	Ethics in Public Governance	Dec. 13-15, 2016	Dr. Sunita Zalpuri Professor	15	Jammu	
78.	Right to Information	Jan. 02-04, 2017	Dr. Sunita Zalpuri Professor	14	Jammu	
79.	Role & Responsibilities of DDOs in Education Department	Jan. 09-11, 2017	Ms. Manju Kapoor Assistant Professor	30	Jammu	
80.	Preparation of Village Disaster Management Plan	Jan. 16-18, 2017	Dr. Ruchi Gupta Assistant Professor	32	Jammu	
81.	Disaster Management & Climate Adaptation	Jan. 23-25, 2017	Dr. G. M. Dar Associate Professor	26	Srinagar	DoPT, GoI
82.	*Gram Panchayat* Development Plan	Jan. 23-25, 2017	Dr. M. Ashraf Dar Assistant Professor	16	Srinagar	
83.	Soft Skill Competencies for Govt. Functionaries	Jan. 23-25, 2017	Dr. Samia Jabeen Assistant Professor	16	Srinagar	
84.	Preparation of Village Disaster Management Plan	Jan. 30 – Feb.01, 2017	Dr. Ruchi Gupta Assistant Professor	33	Jammu	
85.	Role & Responsibilities of DDOs in Education Department	Feb. 06-08, 2017	Ms. Manju Kapoor Assistant Professor	22	Jammu	

86.	Induction Training Programme for Frontline Govt. Functionaries	Feb. 06-18, 2017	Dr. B. A. Kumar Associate Professor	19	Distt. Hqr. Gander-bal	DoPT, GoI
87.	Induction Training Course	Feb. 06-18, 2017	Dr. Sunita Zalpuri Professor	18	Kathua	DoPT, GoI
88.	Elimination of Child Labour & Role of NGOs	Feb. 06-08, 2017	Dr. Bilal Ahmad Bhat Assistant Professor	18	Srinagar	DoPT, GoI
89.	Book Keeping & Accountancy for Officers of Employment Department	Feb. 13-15, 2017	Dr. Neena Bhalla Associate Professor	08	Jammu	
90.	Induction Training Course	Feb. 20 – March 07, 2017	Dr. Sunita Zalpuri Professor	34	Kathua	DoPT, GoI
91.	Director Trainer Skills	Feb. 20-22, 2017	Dr. Sunita Zalpuri Professor	08	Jammu	
92.	Developing Positive Attitude at Work	Feb. 20-22, 2017	Dr. Samia Jabeen Assistant Professor	15	Srinagar	
93.	Planning & Management of *Swachh Bharat* Mission	Feb. 22-24, 2017	Dr. Shafia Wani Assistant Professor	67	Srinagar	
94.	Clean India Mission	Feb. 20-22, 2017	Ms. Manju Kapoor Assistant Professor	22	Jammu	
95.	Induction Training Programme for Frontline Govt. Functionaries	Feb. 22 – March 07, 2017	Dr. Khurshid-ul-Islam Associate Professor	24	Distt. Hqr. Ganderbal	DoPT, GoI
96.	Planning & Management of RMSA	Feb. 27 – March 01, 2017	Dr. Bilal Ahmad Bhat Assistant Professor	27	Srinagar	
97.	e-Governance	Feb. 27 – March 01, 2017	Ms. Manju Kapoor Assistant Professor	24	Jammu	
98.	e-Governance Project Management Programme for SC/ST	Feb. 27 – March 14, 2017	Dr. Sunita Zalpuri Professor; Ms. Shaila, Consultant	19	Jammu	
99.	Induction Training Course	Feb. 27 – March 14, 2017	Dr. Neena Bhalla Associate Professor; Dr. Jyoti Sadhu Research Officer	32	Rajouri	
100.	Convergence of MGNREGS Works for Strengthening Rural Development Livelihoods	Feb. 27 – March 01, 2017	Dr. Rajeni Kanth from NIRD; Dr. Reva Sharma Professor	22	Jammu	
101.	Rules & Regulations for the Officers of the Employment Department	March 06-08, 2017	Dr. Reva Sharma Professor; Jyoti Sadhu Research Officer	11	Jammu	
102.	Convergence Strategies in Rural Development Programme	March 06-10, 2016	Dr. M. Ashraf Dar Assistant Professor	20	Srinagar	NIRD&PR
103.	J&K State Welfare Board FCCS	March 09-10, 2017	Dr. Sunita Zalpuri Professor	25	Jammu	Deptt. of Geology & Mining, J&K
104.	Developing Positive Attitudes at Work	March 13-15, 2016	Dr. Samia Jabeen Assistant Professor	15	Srinagar	
105.	Flood Risk Mitigation	March 15-17, 2016	Dr. G. M. Dar Associate Professor	18	Srinagar	DoPT, GoI
106.	Food Security in J&K State	March 15-17, 2016	Dr. Bilal Ahmad Bhat Assistant Professor	11	Srinagar	
107.	Training for Returning and Assistant Returning officers for Parliamentary By-elections for Srinagar and Anantnag	March 18, 2017	Dr. Khurshid ul Islam Associate Professor	58	Srinagar	
108.	Strategies for Urban Infrastructure Mission	March 20-23, 2017	Dr. Humera Yaqoob Assistant Professor	13	Srinagar	
109.	Human Rights	March 23-24, 2017	Dr. Bilal Ahmad Bhat Assistant Professor	20	Srinagar	National Human Rights Commission (NHRC), New Delhi
110.	Human Rights	March 27, 2017	Dr. Bilal Ahmad Bhat Assistant Professor	23	Srinagar	NHRC, New Delhi
111.	Human Rights	March 29, 2017	Dr. Bilal Ahmad Bhat Assistant Professor	17	Srinagar	NHRC, New Delhi

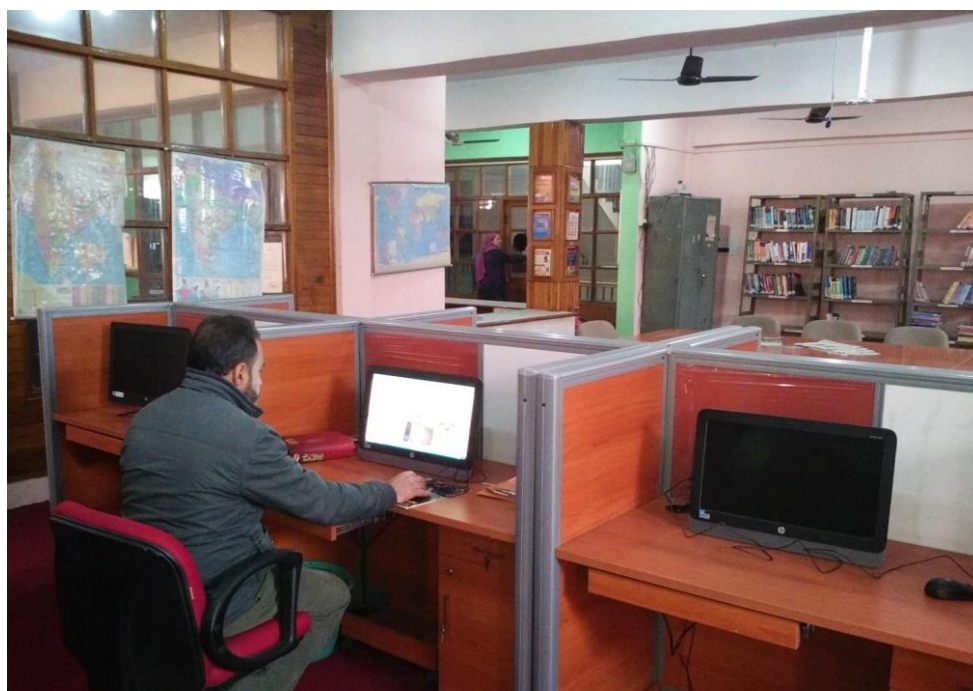# Chapter 1

Training Activities

During the year 2016-17 the Institute organised on hundred and eleven capacity building programmes which were meant to equip the trainees with new levels of knowledge and skills on various themes and issues of Governance. These capacity building activities were supported by action-research and field studies conducted by the Institute and disseminated through its publications from time to time. The details regarding these programmes are provided in a tabular form (Table 1, pp. 4-8). Some of the highlights of these training programmes organised by the Institute are as follows:

ISO 9001:2015 Quality Certification:

In order to achieve excellence in terms of service delivery vis-à-vis imparting training and building capacities of State Government functionaries, a two days' Workshop on "ISO Quality Certification for Training Institutions" was organized from June 27 – 28, 2016 at its Main Campus, Srinagar which was coordinated by Dr. Mushtaq Ahmad Khan, Professor and Head, Academics & Trainings (now Director Trainings, Kashmir). Twelve faculty members from IMPARD; EDI (Entrepreneurship Development Institute); and RTI (Revenue Training Institute) attended the Workshop. Dr. P. Venkata Rao, a renowned Quality Management Expert from the Mahatma Gandhi State Institute of Public Administration, Chandigarh conducted technical sessions in the Workshop.

Initiative to Modernize Libraries:

Realising the role of libraries in providing open and free access to information, the Institute conducted a two days' Training Course on "e-Library" from June 29-30, 2016 at its Main Campus, Srinagar. The thrust of the Course was I.T. applications and their implementation in libraries, digital information sources, digital library development, etc. Dr. P. Venkata Rao, a management expert from Mahatma Gandhi State Institute of Public Administration Punjab (MGSIPAP), was the key resource person during the Course.

Work on preparation of Digital Catalogue under progress in the Library at Main Campus, Srinagar

Foundation Training of IAS Probationers:

A long duration Foundation Programme for IAS was organised by the Institute from June 20 – September 09, 2016 at its Main Campus, Srinagar. The programme was attended by three IAS Probationers of Batch 2015 who included Mr. Baseer-ul Haq; Shri Sachin Kumar Vaishy; and Chaudry Mohammad Yasin. During their in-house training of three weeks at the Institute, the trainee Probationers interacted with His Excellency the Governor, Hon'ble Chief Minister, and a number of senior IAS Officers.

Thereafter they were attached with their allotted districts for 38 weeks where they were expected to remain associated with different State Government departments to learn and understand their working.

Also they were sent for State *Darshan* to all the three geographical Divisions of Kashmir, Jammu and Ladakh.

His Excellency the Governor Shri N. N. Vohra interacting with the trainee Probationers of IAS Foundation Programme

Project Management:

National e-Governance Plan (NeGP) envisaged that the State Government functionaries needed to have capacity to implement e-Governance projects. For this purpose funds were provided by Department of Electronics and Information Technology, Government of India to J&K e-Governance Agency under Capacity Building Scheme for conducting training on e-Governance.

In this behalf the J&K Information Technology Department decided that the training should be given to all middle/high level KAS officers on Project Management. For this purpose the J&K IT Department designed the following short duration training courses and requested IMPARD to furnish proposals for conducting the same:

- ➢ **E-Governance**
- ➢ **Project Lifecycle & Government Process Re-engineering**
- ➢ **Change Management & Capacity Building**

- ➢ **Project Management**
- ➢ **Information Security Management in e-Governance**
- ➢ **Preparation of Detailed Project Report**

Accordingly the Institute proposed that these training courses would be conducted in a series of batches and in each batch 20-25 officers would be trained for five days.

Secretariat Assistants Training:

Secretariat Assistant Training Course for Sr. Assistants from Nov. 21, 2016 – Feb. 20, 2017

Since the year 2005, the Institute has been providing long duration training to the frontline functionaries of Govt. departments designated as Jr. Assistants and Sr./Head Assistants. The main objectives of this training are:

- ➢ To familiarize the participants with the provisions of J&K Manual of Secretariat Procedure; Civil Services Regulations; Financial Code; and Classification, Conduct & Appeal Rules

- ➢ To inculcate basic values, attitudes and spirit of team work among the trainees

- ➢ To acquaint the trainees with basic computer skills of e-Governance

- ➢ To develop positive, motivated, and result oriented attitudes

- ➢ To familiarize the participants with brief history, geographical features, culture, and the Constitution of J&K State

In November 2016 two Secretariat Assistants Training Courses of three months duration, one each for Junior and Senior/Head Assistants, were organised at IMPARD Main Campus, Srinagar. Dr. Mohammad Parvez, Research Officer coordinated the programme for Senior Assistants and Ms. Nighat Amin, Research Officer, coordinated the programme for Junior Assistants.

Foundation Course in Respect of Junior Assistants from November 21, 2016 – Feb. 20, 2017

Likewise, two more such programmes were organised at IMPARD Regional Centre, Jammu on the same dates which were coordinated by Dr. Jyoti Sadhu, Research Officer.

Induction Training Sponsored by DoPT, Govt. of India:

J&K IMPARD has given due importance to efficiency development and capacity building of front-line functionaries. In line with this realization two medium duration Induction Training Programmes for Front-line Government Functionaries were organized at District Headquarters Ganderbal, Kashmir. The 1st programme was conducted w.e.f. February 6-18, 2017 and the 2nd w.e.f. February 22 – March 07, 2017. Both programmes were sponsored by DoPT, GoI and were jointly coordinated by Dr. B. A. Kumar, Associate Professor, and Dr. S. K. Islam, Associate Professor.

Induction Training Programme for Front-line Government Functionaries at District Headquarters Ganderbal, Kashmir w.e.f. February 6-18, 2017

Election Training:

Free and fair elections are the bedrock of democracy. For conducting elections free of malpractices, the concerned functionaries need proper training for carrying out their election related responsibilities. In Kashmir the Election Commission of India took up pre-poll arrangements in hand in view of by-elections to two parliamentary constituencies, Srinagar and Anantnag, which had fallen vacant due to resignation of the sitting MPs. In this backdrop IMPARD, in collaboration with the Office of Chief Electoral Officer, organized a one-day Training Course on "Training for Returning and Assistant Returning Officers of Parliamentary By-elections for Srinagar and Anantnag" on March 18, 2017 at Srinagar. The Programme provided the trainees a platform to share their election related experiences; and to discuss legal matters relating to the conduct of elections.

Session in progress during Training for Returning & Assistant Returning Officers of Parliamentary By-elections for Srinagar and Anantnag on March 18, 2017

Chapter 2

Policy Decisions of the Executive Council & its Sub-Committee

I) RE-ORGANISATION OF IMPARD FACULTY INTO CENTRES OF EXCELLENCE:

Realizing that new and emerging issues of Governance had accentuated newer requirements of training across all administrative levels and departments in the State Government; and that the Faculties in IMPARD were not hitherto clearly demarcated in terms of catering to the capacity building and sponsorship requirements of the Ministries in the Government of India and the State Government; the erstwhile Faculty structure of the Institute was, therefore, reviewed in this backdrop and it was decided to re-organize the Faculty into following functional and more cohesive Centres of Excellence at both IMPARD Main Campus, Srinagar and Regional Centre, Jammu:

- Centre for Good Governance & Administrative Affairs

- Centre for Rural Development & *Panchayati Raj*

- Centre for Infrastructure Development & Urban Affairs

- Centre for Social Justice

- Centre for Disaster Management & Environmental Studies

The aforementioned Centres, severally being put in place at IMPARD Srinagar and IMPARD Jammu, are supposed to eventually grow into Centres of Excellence and bring about the professional acumen of faculty members in the specialised areas of their activity. Each Centre has a defined mandate and institutional arrangement particularly in terms of funding and sponsoring relationships with the concerned Ministries and Departments at the Central and the State level to cater to their requirements of capacity building programmes and other sponsored Projects/Studies. At the Centre level, Annual Training Plan is drawn to become effective from 1st April every year and these Training Plans of the Centres are consolidated into the Annual Training Calendar of the Institute.

II) ALLOCATION OF FACULTY MEMBERS TO THE IDENTIFIED CENTRES OF EXCELLENCE:

While keeping in view their suitability and experience, IMPARD Faculty Members were allocated to the identified Centres of Excellence. Also a Professor/Associate Professor was nominated as Head/Incharge Head of the Centre as shown below:

(A) J&K IMPARD Main Campus, Srinagar

1. Centre for Good Governance & Administrative Affairs

- Dr. Mushtaq Ahmad Khan, Industrial Management (Head of the Centre as additional charge)

- Dr. S. Khurshid-ul-Islam, Associate Professor, Communication & Behavioural Sciences

- Dr. Ruqaya Amin, Associate Professor, Public Administration

- **Ms. Nighat Amin, Research Officer**

2. **Centre for Rural Development & *Panchayati Raj***

- **Dr. S. N. Alam, Professor, Rural Development (Head of the Centre)**

- **Dr. Bashir A. Kumar, Associate Professor, Industrial Management (I/C Head of the Centre w.e.f. 01.01.2017 subsequent to the retirement of Dr. S. N. Alam)**

- **Dr. M. Ashraf Dar, Assistant Professor, Rural Development**

- **Dr. Shafia Wani, Assistant Professor, Rural Development**

3. **Centre for Infrastructure Development & Urban Affairs**

- **Dr. Farzana Shaheen, Professor, C&B Sciences (Head of the Centre)**

- **Dr. Samia Jabeen, Assistant Professor, C&B Sciences**

- **Dr. Humera Yaqoob, Assistant Professor, Social Sciences**

4. **Centre for Social Justice**

- **Dr. Jehan Ara Jabeen, Associate Professor, Social Sciences (I/C Head of the Centre)**

- **Dr. Bilal Ahmad Bhat, Assistant Professor, Social Sciences**

5. **Centre for Disaster Management & Environment Studies**

- **Dr. G. M. Dar, Associate Professor, Disaster Management (I/C Head of the Centre)**

- **Dr. Parvez Amin, Research Officer (superannuated on 30 April 2017)**

(B) **J&K IMPARD Regional Centre, Jammu**

1. **Centre for Good Governance & Administrative Reforms**

- **Dr. Sunita Zalpuri, Professor, Social Sciences (Head of the Centre)**

- **Dr. Rachna Dutt, Associate Professor, Public Administration**

2. **Centre for Rural Development & *Panchayati Raj***

- **Dr. Reva Sharma, Professor, Rural Development (Head of the Centre as additional charge)**

- **Dr. Ruchi Gupta, Assistant Professor, Rural Development**

- **Dr. Jyoti Sadhu, Research Officer**

3. **Centre for Infrastructure Development & Urban Affairs**

- **Dr. Neena Bhalla, Associate Professor, Financial Management (I/C Head of the Centre)**

- **Ms. Manju Kapoor, Assistant Professor, Financial Management**

III)   ALLOCATION OF MINISTRIES AND DEPARTMENTS TO THE CENTRES OF EXCELLENCE:

Different Ministries, Institutes, and Departments were allocated to the Centres on the basis of their capacity building needs and sponsorship requirements. This allocation was an exercise to enable these Centres to establish suitable funding/sponsoring relationships and to develop themselves as Independent Profit Centres in due course of time:

1. **Centre for Good Governance and Administrative Reforms**
    - Ministry of Personnel, Public Grievances and Pensions, DoPT, Government of India (including all IIPAs, affiliated Institutions and State ATIs)
    - Ministry of Commerce and Industry, Government of India
    - Ministry of HRD, GoI
    - Ministry of MSME, GoI
    - Ministry of Corporate Affairs, GoI
    - Ministry of Culture, GoI
    - Ministry of Development of North Eastern Region, GoI
    - Ministry of Finance, GoI
    - Ministry of External Affairs, GoI
    - Ministry of Heavy Industries & Public Enterprises, GoI
    - Ministry of Information & Broadcasting, GoI
    - Ministry of Parliamentary Affairs, GoI

2. **Centre for Social Justice**
    - Ministry of Social Justice & Empowerment, GoI
    - Ministry of Labour & Employment, GoI
    - Ministry of Law & Justice, GoI
    - Ministry of Minority Affairs, GoI
    - Ministry of Skill Development & Entrepreneurship, GoI
    - Ministry of Textiles, GoI
    - Ministry of Tourism, GoI
    - Ministry of Women & Child Development, GoI
    - Ministry of Youth Affairs & Sports, GoI

3. **Centre for Rural Development & *Panchayati Raj***
    - Ministry of Rural Development, GoI
    - Ministry of *Panchayati Raj*, GoI
    - Ministry of Agriculture and Farmers Welfare, GoI
    - Ministry of Chemicals and Fertilizers, GoI
    - Ministry of Consumer Affairs, Food & Public Distribution, GoI
    - Ministry of Food Processing Industries, GoI
    - All SIRDs and other affiliated Central & State Institutions

4. **Centre for Infrastructure Development & Urban Affairs**
    - Ministry of Housing & Urban Poverty Alleviation, GoI

- **Ministry of Urban Development, GoI**
- **Ministry of Drinking Water & Sanitation, GoI**
- **Ministry of Civil Aviation, GoI**
- **Ministry of Coal, GoI**
- **Ministry of Communications, GoI**
- **Ministry of Electronics & Information Technology, GoI**
- **Ministry of Mines, GoI**
- **Ministry of New and Renewable Energy, GoI**
- **Ministry of Petroleum and Natural Gas, GoI**
- **Ministry of Power, GoI**
- **Ministry of Railways, GoI**
- **Ministry of Road Transport & Highways, GoI**
- **Ministry of Steel, GoI**
- **All affiliated Central and State Institutions**

5. **Centre for Disaster Management & Environmental Studies**
   - **Ministry of Home Affairs, GoI**
   - **Ministry of Health & Family Welfare, GoI**
   - **Ministry of AYUSH, GoI**
   - **Ministry of Environment, Forests and Climate Change, GoI**
   - **Ministry of Earth Sciences, GoI**
   - **Ministry of Science & Technology, GoI**
   - **Ministry of Water Resources, River Development and Ganga, GoI**
   - **Ministry of Atomic Energy, GoI**
   - **Ministry of Space, GoI**
   - **All affiliated Central and State Institutions**

The functional relationship of the Centres of Excellence with the Departments of the State Government and other State level organisations would be in accordance with the Central Ministries assigned to these Centres. The allotment of one Ministry or Department to a particular Centre would not prevent any other Centre to have functional engagement with the same Ministry or Department.

(Executed vide IMPARD Order No. 353 of 2016 dated 18.11.2016 issued with the approval of the Hon'ble Chief Minister of the State of Jammu and Kashmir, Chairperson IMPARD Executive Council, conveyed vide endorsement No.PS/PRS/HCM/1863/16 dated 16.11.2016).

IV) REDESIGNATION OF HEAD, ACADEMICS & TRAININGS AT IMPARD SRINGAR AND IMPARD JAMMU AS DIRECTOR TRAININGS AT REGIONAL LEVEL:

In order to streamline the functioning of IMPARD in the new system of Faculties having been reorganized into "Centres of Excellence" and to facilitate coordination between IMPARD Main Campus, Srinagar and IMPARD Regional Centre, Jammu, two senior most Professors one each at Jammu and Srinagar, Dr. Mushtaq Ahmad Khan, Head Academics & Trainings (ATI) and Dr. Reva Sharma, Head, Academics & Trainings (SIRD) were redesignated as Director (Trainings) of IMPARD Srinagar and

IMPARD Jammu respectively for a fixed tenure of three years w.e.f. the date of the issuance of the Order or till superannuation, whichever would be earlier. They are responsible for coordinating and supervising the overall functioning of all Centres at the Regional level of IMPARD and on these matters would directly report to the Director General IMPARD.

Job Profile of Director (Trainings), IMPARD:

➢ *To supervise the formulation of Annual Training Calendar*

➢ *To deal with all matters relating to training and academic activities*

➢ *To recommend nomination of faculty members to Faculty Development training courses outside the State*

➢ *To attend Inaugural and Valedictory functions of training courses on behalf of the Director General, as and when requested*

➢ *To coordinate inter-Centre issues of training and academics*

➢ *To identify and recommend faculty members for training/research activity and for allotment of various projects and sponsored trainings*

➢ *To chair STAC (Standing Training Advisory Committee) meetings at Regional level*

➢ *To participate in all committees as are assigned to the Director (Trainings)*

➢ *To oversee the functioning of Library, Computer Lab, Publication Wing, etc., in view of their direct relevance and bearing on training activities*

➢ *To supervise the work schedule and selection of Guest Resource persons for Training Courses on the recommendations of the concerned Head/In-charge Head of the Centre*

➢ *To continuously review the execution of Training Calendar and to propose timely changes therein as needed*

➢ *To approve arrangements laid down for the conduct of training programmes as incorporated in the Administrative orders*

➢ *To monitor discharge of duties of all faculty members in terms of their attendance, punctuality, discipline, performance, etc.*

➢ *To deal with APRs of the faculty members as provided in IMPARD Rules*

➢ *To participate in Screening and Selection Committees for promotion of faculty members as provided in the Career Advancement Scheme*

➢ *To facilitate the process of taking new initiatives, changing the existing norms and proposing new policy decisions in the areas of Training, Research and Consultancy Projects*

➢ *To monitor quality of training programmes as per the established standards and norms*

- *To monitor and supervise the conduct of all long duration Induction and Foundation training courses for the probationers of IAS, KAS, Secretariat Assistants, etc.*
- *To monitor, supervise and control the functioning of Training Section and to attend matters handled by it*
- *To propose fixation of those norms and recommend changes therein which govern the allotment of training courses amongst faculty members and the resultant formulation of Annual Training Calendar*
- *To attend the incoming and outgoing correspondence by IMPARD on matters relating to training*
- *To reschedule training courses in the event of their postponement*
- *To nominate faculty members for undertaking any sponsored training/research/project activity during the year which is not a part of the Training Calendar*
- *To assign departments to the faculty members for collecting nominations for their training courses*
- *To perform all such functions as would be assigned by the Director General from time to time*
- *To report on all the matters listed above to the Director General*

(Executed vide IMPARD Order No.352 of 2016 dated 18.11.2016 issued with the approval of the Hon'ble Chief Minister of the State of Jammu and Kashmir, Chairperson IMPARD Executive Council, conveyed vide endorsement No.PS/PRS/HCM/1863/16 dated 16.11.2016)

V) Appointment of Consultants:

In order to give a fillip to its research and consultancy activities, the Institute engaged on temporary basis 13 Consultants with diverse subject specializations such as Management, Public Administration, Disaster Management, Social Sciences, Urban Affairs, and Engineering. These Consultants, who were allocated to different Centres of Excellence to augment their functional achievements of organising capacity building programmes, are as follows:

- Dr. Mahesh Koul
- Mr. Vivek Sharma
- Dr. Moeiza Ashraf
- Dr. Surinder Singh
- Dr. Konchak Dolma
- Dr. Qurat-ul-Ain
- Dr. Ashwani Kumar
- Mr. Javeed Ahmad Teli
- Mr. Khursheed Ahmad Bhat
- Dr. Shahzad Ahmad Wani

- ✓ **Mr. Arun Kumar**
- ✓ **Ms. Rohini Sharma**
- ✓ **Mr. Davinder Kumar Dhar**

Of the aforementioned Consultants, two from IMPARD Srinagar and four from IMPARD Jammu have left their job and, as such, only seven Consultants are presently engaged with the Institute.

VI)   Departmental Promotions:

IMPARD Administration gave due attention to the problem of stagnation and lack of career advancement opportunities for the Administrative Staff. Employees who were eligible for promotions were duly promoted which resulted in the creation of new atmosphere in which the once alienated employees now feel a strong sense of belonging to the organisation. Together with the creation of new Centres of Excellence in IMPARD under the supervision of two Regional Level Directors (Training), the Institute has started witnessing rebirth of a robust work culture.

VII)   Conveyance Policy for Resource Persons:

IMPARD laid down a conveyance policy vis-à-vis Guest faculty/Resource persons to facilitate their arrival at IMPARD premises according to their convenience. They would have the option to either use IMPARD vehicles or accept Rs.300/- in which case they would be responsible to arrange their own transport whenever requested to deliver lecture(s) during training programmes.

VIII)   Establishment of Publication Wing:

In order to overcome ad hoc-ism in the area of publications, a Publication Wing was set up in IMPARD on a permanent basis to look after the all-important activity of publication. Besides the regular Publications of IMPARD Newsletter on Quarterly basis and the Annual Report, the Publication Wing looks after the printing of Annual Training Calendar, Programme Brochures, Certificates, etc. Through these activities, the Publication Wing has brought a significant value addition to the capacity building services of the Institute.

IX)   Registration of the Institute as a Research Centre with the University of Kashmir/Jammu:

Research is a very important component of any training activity without which every training input is less likely to serve the purpose of enriching knowledge, imparting skills and bringing attitudinal changes in the trainee. Keeping this thing in view, the Institute has been giving due importance to the research activities and has in due course of time conducted a number of Research Projects, Case Studies, etc. A number of research articles have been written by faculty members in their individual capacities as well. In order to facilitate the Research activities, the Institute has a library of more than 15000 collections with a permanent membership of about 30 Research journals published from within and outside the country. Besides, the Institute also possesses a Computer Lab with all latest gadgets including offset printers, scanners, photo-copiers, etc. All these facilities have been laid down to enable the Institute to realize its basic objective function related to Research, which as per the Memorandum of Association (MoA) of the Institute reads as follows:

- ➢ **To carry out research into matters concerning management & allied techniques and methods conducive to the improvement of productivity and to conduct scientific research**

in natural & applied sciences in different spheres of national life including agriculture, animal husbandry, communication education, fisheries, health, industry, irrigation, population, power, transportation, and urban development;

➢ To undertake, aid, promote, and coordinate research through its own or other agencies including Universities and Training Centres established by or with the aid of the Government of India or State Governments.

However, in order to fully achieve the aforementioned objectives as enshrined in the MoA, the Research facilitation is sought to be augmented by obtaining a formal registration of the Institute as a Research Centre from the Universities of Kashmir and Jammu in respect of its Main Campus, Srinagar and Regional Centre, Jammu respectively. This registration shall, among other things, enable the faculty members of the Institute to work as co-supervisors/supervisors for conducting research studies leading to the award of M. Phil and Ph. D. degrees by these universities. This shall also pave the way for the award of Diploma/Certificate Courses by the Institute to the in-service officers in Government and Managers of various PSUs.

The proposal would be placed before the Sub-Committee of the IMPARD Executive Council as and when it meets.

X) Career Advancement Scheme for Faculty:

Lack of Career Advancement Opportunities to the faculty members of the Institute had remained an unattended issue for a long time due to which faculty members were stagnated and also suffered the financial disadvantage as compared to their counterparts in the State universities or even the colleges of the State Higher Education Department or sister training institutions across the country. In order to address this issue, a Career Advancement Scheme for the faculty members of the Institute was devised and put before the Sub-Committee of the IMPARD Executive Council in its 6th meeting held on 25th July 2013 under the Chairmanship of the Vice Chairman & Director General of the Institute (Chairman, Sub-Committee of IMPARD Executive Council). It was, however, decided by the Sub-Committee that the proposal on Career Advancement Scheme be further examined by the Director General and a detailed proposal thereafter be put up for accord of approval.

As a follow-up to the aforementioned decision of the Sub-Committee of IMPARD Executive Council, the initial proposal on Career Advancement Scheme was thoroughly examined and was made more comprehensive in terms of its clauses like Procedure of Screening and Selection, Procedure of Promotion, Performance Based Appraisal System and Calculation of Academic Performance Indicator Scores. The re-devised Career Advancement Scheme (CAS) for the faculty of IMPARD was put before the Sub-Committee of IMPARD Executive Council in its 7th meeting held on Oct. 18, 2016 in which the proposed Scheme was approved for implementation. It was, however, desired by the Sub-Committee that a financial concurrence be also solicited from the Finance Department, Government of J&K. In the backdrop of the aforementioned details, the approved document of Career Advancement Scheme was forwarded to the Finance Department through the General Administration Department, Government of J&K where the matter is under active consideration.

XI) Guidelines for Consultancy Projects:

One of the Objectives of the Institute enshrined in its Memorandum of Association is to assist Government, Public and Private sectors and other Organisations to improve management through consultancy and extension services. In pursuance of this objective, the Institute shall offer consultancy services to the clientele organizations which will not only enable it to fulfil the requirements of its basic objective function, but can also help the faculty members to improve, upgrade and diversify in their areas of specialization by gaining access to the field realities. Consultancy services offered may cover a variety of activities such as Feasibility Studies; Project/Programme Monitoring and Evaluation Studies; Field/Case Studies; Project Development Studies; Human Resource Development Studies; and so on.

The consultancy work is an integral part of consultancy assignments/projects to mobilize resources in the form of Consultancy fee and honoraria earned from such Projects. The Institute will facilitate faculty members to get engaged in consultancy work by developing liaison with various Organisations, Ministries, Departments, and other Private Sector organisations. However, in order to ensure that the consultancy assignments/projects to be undertaken will help in furtherance of the basic objective function of the Institute and in no case shall hamper the fulfilment of primary duties and responsibilities of the faculty members, Guidelines for Consultancy Projects have been laid down. These Guidelines have been devised on the pattern of similar Guidelines adopted by Birla Institute of Technology and Science, Pilani; Indian Institute of Technology, Indore; and other Administrative Training Institutions like YASHADA, Pune; and so on.

These Guidelines provide the broader framework of Rules and Norms according to which the Consultancy Projects shall be undertaken by the Institute. Various aspects of Consultancy Projects which are covered by these Guidelines include:

- Scope of Consultancy Projects
- General Consultancy Rules
- Project Categories
- Eligibility for undertaking Consultancy Projects
- Conflict of Interest
- Execution of Consultancy Projects
- Rules regarding Travel, Payment Schedule, Costing, Funding, etc.
- Standard Terms and Conditions

XII) Memorandum of Understanding (MoU) Singed:

IMPARD signed a Memorandum of Understanding (MoU) on July 04, 2016 with Academic Staff College of India (ASCI), Hyderabad, Tilangana. IMPARD and ASCI agreed to hold joint training activities and faculty exchange programmes. Dr. Arun Kumar(IAS), Vice Chairman & Director General, led the IMPARD team comprising of Dr. Reva Sharma, Professor; Mr. Altaf Ahmad Khan (KAS), Joint Director; Mr. Tariq Ahmad Kakroo, Deputy Director at the signing-in ceremony of this MoU. The ASCI was represented by its Director.

Chapter 3

Faculty Development

Dr. Farzana Shaheen, Professor

- Attended Regional Symposium of Excellence in Training (RSET) North Zone which was organized on May 06, 2016 by Haryana Institute of Public Administration (HIPA), Gurgaon

- Attended 14th Conference of Heads of ATIs at Lal Bahadur Shastri National Academy (LBSNA) on November 17-18, 2016

- Attended Workshop on *"Tassavur"* on *Sustainable Urban Development,* from February 26-27, 2017 at SKICC, Srinagar, sponsored by Department of Tourism, J&K Government

Dr. Reva Sharma, Professor

- Submitted a case study along with Mr. Javed Ahamd, Consultant, entitled *Convergence Initiatives in MGNREGA: A Case Study of Rajouri District*. This case study was approved for sponsorship by NIRD & PR, Hyderabad

Dr. Sunita Zalpuri, Professor

- Attended Conference of Heads of CTIs/ATIs held by Department of Personnel and Trainings, GoI on May 26, 2017 at Vigyan Bhawan, New Delhi

Dr. G. M. Dar, Associate Professor

- Attended the Asian Ministers Conference on Disaster Reduction (AMCDR) held at Vigyan Bhawan, New Delhi from Nov. 3-5, 2016

Dr. Humera Yaqoob, Assistant Professor

- Joined as a Member of the Consultative Committee of the J&K State Women's Commission in Dec. 2016

- Published a Paper titled "*Social Ethics in Indian Bureaucracy: A Case Study of J&K Bureaucracy*", in the Journal of Society in Kashmir

- Published a Paper titled "*Bureaucratic Rules and their Implications: A Study of J&K Bureaucratic Procedures*", in the *International Journal of World Policy & Developmental Studies*

- Published a Paper titled "*Technocracy & its Prospects in Bureaucratic Structure of the State of J&K*", in the *International Journal of Humanities & Social Sciences Research*

- Published a Paper titled *"Nature of Indian Bureaucracy: A Study of the J&K Governing System",* in the *International Journal of Academic Research & Development*

- Presented a Paper titled *"Rights of Women in Islam & their Ideal Status in a Muslim Society",* in the one-day Seminar on *"Violence Against Women at Work Place",* organized by University of Kashmir and J&K State Commission for Women at University Campus, Hazratbal, Srinagar, on May 28, 2016

- Presented a Paper titled *"Gender Equality: An Islamic Perspective"* in the one-day *"National Seminar on Gender Equality & Social Inclusion in Contemporary India: Issues and Challenges",* organized by University of Kashmir & Indian Council of Social Science Research, New Delhi, at University Campus, Hazratbal, Srinagar, on March 8, 2017

- Chaired a Technical Session on *"Gender and Work"* during the above Seminar on March 9, 2017

- Served as Member of the Organizing Group during three days' Seminar on *"Tassavur"* on *Sustainable Urban Development,* organized/sponsored by NGO Arasta & Department of Tourism, J&K Govt. at SKICC, Srinagar, from Feb. 24-26, 2017

Dr. Vivek Sharma, Consultant

- Attended Training Programme on *"e-Governance"* from March 4-10, 2017 at NISG, Hyderabad

- Attended Prince-2 Foundation Certification by Axelos, UK from Feb. 27 – March 03, 2017 sponsored by NISG Hyderabad

- Presented a Paper titled "*Impact of Parental Education Levels on Entrepreneurship Intentions in Post-Socialist Market Economies: A Case Study of J&K State*" in the 12th Bienniel Conference on Entrepreneurship organized by Entrepreneurship Development Institute, Ahmadabad from Feb. 22-24, 2017 – the Paper was published in the Conference Proceedings published later

- Presented a Paper titled "*Implementation of Entrepreneurship Education*" in the one-day *"National Seminar on Innovative Curriculum Development Practices in Teacher Education"* organized by P.G. Department of Education, University of Jammu on Febr. 17, 2017

- Presented a Paper titled "*Atal Innovation Mission (AIM) Pyramid: Promoting Entrepreneurship through School Education*" in the two-day "*National Seminar on New Policy of Education: Reflections on School Education*" organized by School of Education, Central University of Jammu, from March 27-28, 2017

- Published a Paper titled "*Increasing Effectiveness of Government Trainings – A Case for Participatory Research*" in the *Training and Development Journal*

- Published a Paper titled "*Entrepreneurship Orientation of Professional Graduates in Autonomous States: A Case Study of J&K*" in *Abhigyan – Quest for Excellence,* Fore Institute, New Delhi

- Published a Paper titled "*Analysing Confidence of Youth for Incubator Direction Assessment – A Study in J&K State*" in *South Asian Journal of Management*

Dr. Mahesh Koul, Consultant

- Presented a Research Paper titled "*Heritage Tourism Promotion in Terms of Community Development*" in the 4th International Conference on "*Sustainable Destination Excellence: Empowering Communities for Inclusive Tourism Development*" organized by SHTM, Faculty of Business Studies, University of Jammu from March 3-4, 2017

- Submitted a research study titled "*Conservation and Preservation of Heritage for Tourism Promotion – A Case Study of Mubarak Mandi, Jammu*"

Dr. Qurat-ul-Ain Shah, Consultant

- Submitted three research studies titled "*Effective Implementation of Swachh Bharat Mission – A Case Study of District Ganderbal*"; "*Sansad Adarsh Gram Yojna: A Case Study of Selected Model Villages of India*"; and "*Democratic Decentralization in J&K: An Unfinished Agenda*"

Mr. Khursheed Ahmad Bhat, Consultant

- Submitted three research studies titled "*Training Need Analysis of Departmental Vigilance Officers*"; "*Citizen Centric Administration: A Case Study on the Implementation of 2nd ARC Recommendations in the State of J&K*"; and "*State Policy of J&K on the Recommendation of 2nd ARC*"

Chapter 4
INFRASTRUCTURE DEVELOPMENT

Hostels

Hostel Block at IMPARD Regional Centre, Sidhra, Jammu

The Hostel at Jammu has 18 fully furnished dual occupancy rooms; 04 suites for officers; office room; reading room; dining hall of seating capacity for 48 persons; kitchen; and store room.

Hostel Block at IMPARD Main Campus, M. A. Road, Srinagar

The Hostel at Srinagar has 50 fully furnished dual occupancy rooms; 04 suites; 01 arrival lounge; reception; kitchen with attached store room; dining hall; and 06 common washrooms.

Administrative/Academic Block at Srinagar

Administrative-cum-Academic Block at IMPARD Main Campus, M. A. Road, Srinagar

At Srinagar IMPARD has an Administrative-cum-Academic Block. It has 06 lecture halls; library; canteen with dining hall; auditorium; and staff rooms.

Administrative/Academic Block at Jammu

Administrative-cum-Academic Block at IMPARD Regional Centre, Sidhra, Jammu

At Jammu IMPARD has an Administrative-cum-Academic Block. It has 07 training halls; computer lab; library; auditorium; canteen with dining hall; and staff rooms.

Additional Academic Block

Under-construction additional Academic Block at IMPARD Main Campus, M. A. Road, Srinagar

A new Academic Block is under construction at IMPARD Main Campus, Srinagar which is a Rs.12 crore project and is being executed by J&K Projects Construction Corporation(JKPCC). The construction is in the final stage and will provide an augmentation to the existing Training Infrastructure. The new block will have one Auditorium, 04 Lecture Halls and Library.

Installation of Biometric Attendance for employees

One of the two Biometric Attendance Machines installed on the 1st floor of Administrative-cum-Academic Block at IMPARD Main Campus, M. A. Road, Srinagar

The IMPARD was one of the pioneering organisations in the State to adopt biometric attendance. The system was installed on the ground floor of the office building. However, the massive 2014 flood damaged the system due to which a new improved system on the first floor was installed. The system is now working efficiently.

Video Conferencing

Video Conferencing facility installed at IMPARD Main Campus, M. A. Road, Srinagar

A video conferencing facility has been installed at both IMPARD Main Campus, Srinagar and Regional Centre, Jammu. This facility has enabled the interaction and coordination between two Regional offices of the Institute besides video conferencing meeting with DoPT, GoI, NIRD and other Ministries.

Computer Lab

The Institute lost its Computer Lab in September 2014 floods and nothing in the erstwhile Lab like equipment, furniture, software, etc., could be salvaged. As a follow up towards rebuilding the damaged infrastructure by the Institute, the process of establishing a new Computer Lab in the 1st floor of IMPA Main Block was initiated. It is pertinent to mention that the availability of a Computer Lab is critical for organizing training programmes especially those related to e-Governance, IT, Digital India, Less Cash Economy, etc.

The construction works of Computer Lab was allotted to Jammu Kashmir Projects Construction Corporation (JKPCC). The construction of the Lab is nearing completion.

Under construction Computer Lab on the 1st floor of IMPARD Main Block, Srinagar

Chapter 5
Annual Financial Statements
INSTITUTE OF MANAGEMENT, PUBLIC ADMINISTRATION & RURAL DEVELOPMENT
RECEIPT AND PAYMENT ACCOUNT FOR THE YEAR 2016-17

Table II

		Receipts				Payments		
(A)	**Opening Balance**					**Non-Plan**		
	Cash Head Office	8478.00		(A)		Salary	97620421.00	
	Cash Sub-Office	12767.25				TE	1076179.00	
	Bank A/c No: 10489	160019026.23				Electricity Charges	1981005.00	
	Bank A/c CD 228	28320.18				OE	1933541.25	
	Bank A/c No: 1633 (Jammu)	10236338.60				Med. Re-imbursement	255017.00	
	Bank A/c No: CD 2222 (Jammu)	6250.00				Maintt. of Vehicles	277395.00	
	Cash Balance Ex-Dy. Director (Jmu)	111230.35				Hot and Cold charges	2587430.00	
	MORD A/c No: 47742	1241550.00				POL	1107831.00	
	RGPSA A/c No: 47749	2521932.00				Trg. PRT	1597656.00	
		174185892.61	**174185892.61**			Books	(-) 37539.00	
(B)	**Receipts from State Government**					Telephone	334917.00	
	Grant-in-Aid Non-Plan	121359000.00				Stationary and Publication	307619.00	
	Grant-in-Aid Plan	**7500000.00**	**128859000.00**			Pension/Commutation	6845514.00	
						Leave Salary	2470963.00	
						Gratuity	2632563.00	**120990512.25**
					(B)	**Plan Capital**		
						Machinery Equipment	1175099.00	
						Furniture/Fixture Jammu	121561.00	
						Foot path for Battery Room at Jammu	2333000.00	
						Maintt./Repairs and Upgradation of Academic Block, Hostel at Srinagar and Jammu	1595542.00	
						Establishment of Facilitation centre	2497450.00	**7722652.00**
						Other Expd. From State Govt.		

								KAS Foundation Course	38600.00	
								IAS Coaching	84516.00	**123116.00**

(C)		**Receipts from Govt. of India**				(C)		**Ministry of Personnel (DOPT)**		
		Ministry of Personnel (DOPT)					i)	Specific Trg. Progs.	158413.00	
	i)	Specific Trg. Progs. and others	1645500.00				ii)	Induction Training Series (2015-16)	1165482.00	
	ii)	Induction Training Series 2016-17	6300000.00	**7945500.00**			iii)	Induction Training Series (2016-17)	912622.00	
							iv)	Trg. Prog. on Leadership Skills	36407.00	**2272924.00**
(D)		**Ministry of Rural Development (GOI)**				(D)		**Ministry of Rural Dev. (GOI)**		
							i)	Trg. Prog. on Lab to Land	130623.00	
	i)	Non Recurring Grant 2016-17(Const. of New Academic Block at Sgr. and others)	70000000.00				ii)	Non Recurring Grant 2016-17(Const. of New Academic Block at Sgr. and others)	24559400.00	
	ii)	Recurring Grant (2015-16)	3096000.00				iii)	*Swachh Bharat Abhiyan (SBM)*	273544.00	
	iii)	Trg. Prog. on ITC for Data Base	85000.00				iv)	Trg. Prog. on Networking (2014-15)	493656.00	
	iv)	NIRD Training	120000.00	**73301000.00**			v)	Trg. Prog. on *Indira Awas Yojna (IAY)*	55420.00	
							vi)	Trg. Prog. on SAGY	105900.00	
							vii)	Trg. Prog. on RGSY	13163.00	
							viii)	Recurring grant	3041749.00	
							ix)	NIRD Training	45962.00	
							x)	Trg. Prog. on ITC for Data Base	7750.00	**28727167.00**
(E)		**Other Agencies (State Govt.)**				(E)		**Other Agencies**		
	i)	Trg. Prog. of Geology and Mining	35305.00				i)	Chief Electoral Officer Kashmir for Trgs.	13675.00	

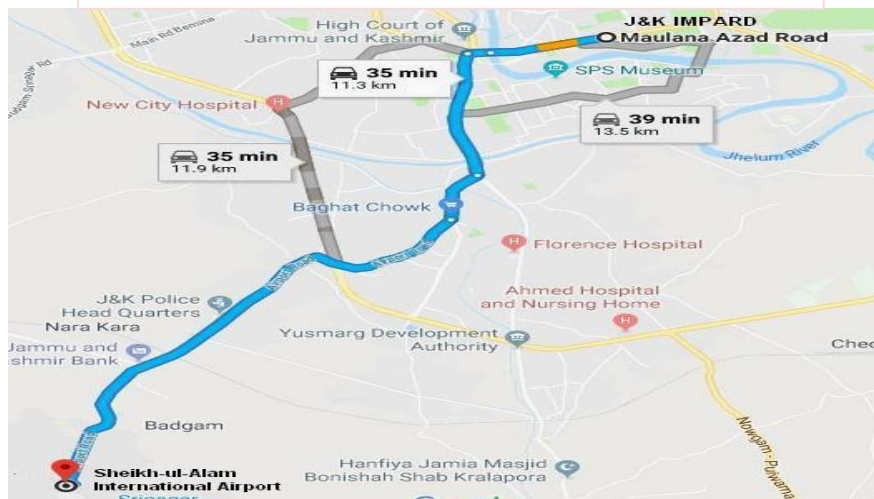|									
	ii)	Trg. Prog. on Empowerment of Women 2016-17	65195.00	**100500.00**		ii)	Right to Information (RTI) Act. GAD	25280.00	
						iii)	KAS Officers of IT Deptt.	452694.00	
						iv)	Social Forestry	14680.00	
						v)	Gender Budgeting	20920.00	
						vi)	Employment Deptt.	14235.00	
						vii)	Labour Department	33986.00	
						viii)	Empowerment of Women	36600.00	
						ix)	Reserve Fund	19709527.00	
						x)	Trg. Prog. on Empowerment of Women 2016-17	19336.00	**20340933.00**
(D)		**Other Receipts**			(F)		**Other Expenditures**		
		Rent received on A/C of Hostel Accomd.	717873.00				Hostel expenditure	214100.00	
		Interest earned (Normal)	3422618.00				Misc. Receipts	550.00	
		Misc. Receipts	1365535.00				Debit Head Receipts Srinagar	414800.00	
		Debit Head Receipts Srinagar	63190.00				Debit Head Receipts Jammu	280243.00	
		Debit Head Receipts Jammu	266339.00				Other Expenses	6250.00	**915943.00**
		Debit Head	(-)20371.00						
		Interest earned on A/c No:47742	1760343.00						
		Interest earned on A/c No:47749	142804.00	**7718331.00**	(G)		**Closing Balance**		
							Cash Head Office	53263.00	
							Cash Sub-Office	0.25	
							Bank A/c No: 10489	156218785.23	
							Bank A/c CD 228	21307.93	
							Bank A/c No: 1633 (Jammu)	3505160.60	
							Bank A/c No: CD 2222 (Jammu)	0.00	
							Cash Balance Ex-Dy. Director (Jmu)	111230.35	
							MORD A/c No: 47742	48442493.00	
							RGPSA A/c No: 47749	2664736.00	
								211016976.36	**211016976.36**
		Grand Total Rs:		**392110223.61**					**392110223.61**

Objects of the Society

I.

    a) Carry out research into matters concerning management & allied techniques and methods conducive to the improvement of productivity and to conduct scientific research in natural & applied sciences in different spheres of national life including agriculture, animal husbandry, communication, education, fisheries, health, industry, irrigation, population, power, transportation and urban development;

    b) Provide up-to-date information through research publications on relevant subjects;

    c) Conduct educational and training programmes for prospective and present practitioners of management and administrators in all spheres of national activity and cognate subjects for teachers, researchers and institutions concerned with the use of knowledge in management;

    d) Conduct certificate, diploma, graduate and post-graduate programmes in management/administration and award such degrees, diplomas, certificates as may be instituted by the Council;

    e) Assist Government, public and private sectors and other organizations to improve management practices through consultancy and other services;

    f) Fix and collect such fees and other charges as may be laid down in the regulations made under the rules of Society on a non-profit basis;

    g) Establish, maintain and manage halls and hostels and connected facilities for the residence of faculty, students and participants;

    h) Cooperate and collaborate, from time to time with educational and other institutions both in India and abroad as existing or as may be found in future, by exchange of teachers and scholars and through joint programmes of research, training and consultancy generally in such manner as may be conducive to the furtherance of objects of the Society;

    i) Create such partnership, affiliations and other classes of professional, honorary or technical membership of the Society as the Society may consider necessary;

    j) To undertake and assist in the organization of training and study courses, conferences, seminars and lectures;

    k) To undertake aid, promote and coordinate research through its own or other agencies including Universities and Training Centres established by or with the aid of the Government of India or the State Governments;

    l) To establish schools for (i) Study and Orientation, (ii) Training and Instruction, and (iii) Research and Evaluation, and such others as may be necessary to achieve the objects of the Society;

    m) To analyze and propose solution of specific problems encountered in the planning and implementation of various programmes of development;

    n) To prepare, print and publish papers, periodicals and books in furtherance of the objects of the Society and especially to maintain a reference library with books and literature connected, among other things, with training on J&K cultural and social history and other books for general reading and also to subscribe to journals, periodicals, newspapers, etc.;

    o) To establish and maintain libraries, documentation and information services;

    p) To collaborate with other Institutions, associations and societies in India or abroad interested in similar objects;

    q) To offer fellowships, scholarships, prizes and stipends in furtherance of the objects of the Society;

    r) To assist the Government of J&K in the policy formulation and the choice of options;

    s) To do all such other lawful things as are conducive or necessary to the attainment of the above objectives of especially promoting rural development in all its facets;

    t) To operate as a centre for applied research and administrative issues;

    u) To serve as a clearing house for the latest, relevant and appropriate techniques in the field of management and administration; and

    v) To function as Documentation Centre for all relevant data and information required for administrative processes.

II.   The Society may extend its objects to acquire and deal with any immovable property belonging to or vested in the Society so as to attain its main purpose by new and improved means for the advancement of its objects provided that prior approval of the Government of Jammu and Kashmir shall be obtained for any disposal of or any creation of encumbrance on such property.

III.   The Institute shall be open to all persons irrespective of sex, race, creed, caste, class or religion provided that the Executive Council, which is the governing body of the Society, shall be entitled to make special provision for the advancement of any socially and educationally backward classes or citizens or backward areas or the Scheduled Castes in accordance with the Constitution of India and Constitution of J&K.

IV.   The Society shall, with effect from the date it is registered under the J&K Societies Registration Act 1998 (1941-AD) No. VI of 1998, be deemed to have been entrusted with the function of the Institute of Management and Public Administration as per Government Order No. 514-GD of 1982 dated 24-2-1982 and No. 1850-GD of 1985 dated 18-10-1985 and No. 1071-GD of 1986 dated 22-8-1986 issued by the General Department (Personnel) Government of Jammu and Kashmir.

IMPARD Main Campus, Srinagar

How to reach there

IMPARD Regional Centre, Jammu

How to reach there