

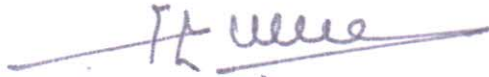
**JAMMU & KASHMIR**  
**Institute of Management, Public Administration & Rural Development(IMPARD)**  
Main Campus: M. A. Road, Srinagar/Regional Campus, Sidhra, Jammu.

IMPA Order No: 352 of 2016  
Dated: 18 11-2016

In order to streamline the functioning of the Institute in the new system of Faculties being reorganized into 'Centres of Excellence' and to facilitate coordination between IMPARD, Srinagar & IMPARD, Jammu, sanction is hereby accorded to the following:

- i) Dr. Mushtaq Ahmad Khan, Head, Academics & Trainings (ATI) and Dr. Reva Sharma, Head, Academics & Trainings (SIRD) are re-designated as Director (Trainings) for IMPARD, Srinagar and IMPARD, Jammu respectively for a fixed tenure of three years, w.e.f. the date of the issuance of this Order or till their superannuation, whichever be earlier;
- ii) Director (Trainings) will be responsible for coordinating and supervising the overall functioning of all Centres at the Regional level of the Institute and on these matters will directly report to the Director General. The detailed job profile of the Director (Trainings) is annexed to this Order.

This issues 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.



(DR.ARUN KUMAR) IAS  
VICE-CHAIRMAN & DIRECTOR GENERAL  
J&K IMPARD, SRINAGAR/JAMMU

Encls: Two sheets

No: IMPA/PS-DG/2016/1059-65 Dated: 18 11-2016

Copy to:

- 1) Joint Director, J&K IMPARD
- 2) Financial Advisor/ CAO, J&K IMPARD.
- 3) All Faculty Members, J&K IMPARD, Srinagar/Jammu
- 4) Deputy Director, J&K IMPARD, Srinagar/Jammu.
- 5) Administrative Officer J&K IMPARD Srinagar.
- 6) Section Officer, Trainings/ Administration. IMPARD, Srinagar/Jammu
- 7) Office Order/Concerned file.

**JAMMU AND KASHMIR**  
**INSTITUTE OF MANAGEMENT, PUBLIC ADMINISTRATION & RURAL**  
**DEVELOPMENT (IMPARD), SRINAGAR / JAMMU**

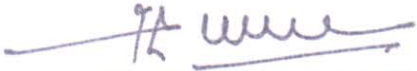
**Job Profile of Director (Trainings), IMPARD:**

1. To supervise the formulation of the Annual Training Calendar.
2. To deal with all matters relating to training and academic activities.
3. To recommend the nomination of faculty members to Faculty Development training courses outside the state.
4. To attend Inaugural and Valedictory functions of the training courses on behalf of the Director General, as and when requested.
5. To coordinate inter-Centre issues of training and academics.
6. To identify and recommend faculty members for the training/research activity and for allotment of various projects and sponsored trainings.
7. To chair STAC meetings at the Regional level.
8. To participate in all committees as are assigned to the Director (Trainings).
9. To oversee the functioning of Library, Computer Lab, Publication Wing, etc in view of their direct relevance and bearing on the training activities.
10. To supervise the work schedules and selection of Guest Resource persons for the Training Courses on the recommendations of the concerned Head/In-charge Head of the Centre.
11. To continuously review the execution of the Training Calendar and to propose timely changes therein as needed.
12. To approve the arrangements laid down for the conduct of training programmes as incorporated in the Administrative orders.
13. To monitor the discharge of duties of all faculty members in terms of their attendance, punctuality, discipline, performance, etc.
14. To deal with APRs of the faculty members as provided in IMPARD Rules.
15. To participate in the Screening and Selection Committees for the promotion of faculty members as provided in the Career Advancement Scheme.
16. 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.
17. To monitor the quality of training programmes as per the established standards and norms.





- 18.To monitor and supervise the conduct of all long duration Induction and Foundation training Courses for the probationers of IAS, KAS, Secretariat Assistants, etc.
- 19.To monitor, supervise and control the functioning of the Training Section and to attend all matters handled by it.
- 20.To propose the fixation of those norms and recommend changes therein which govern the allotment of training courses amongst the faculty members and the resultant formulation of the Annual Training Calendar.
- 21.To attend the incoming and outgoing correspondence by the Institute on matters relating to training.
- 22.To reschedule training courses in the event of their postponement.
- 23.To nominate faculty members for undertaking any sponsored training /research/project activity during the year which is not a part of the Training Calendar.
- 24.To assign departments to the faculty members for collecting nominations for their training courses.
- 25.To perform all such functions as would be assigned by the Director General from time to time.
- 26.To report on all the matters from 1-26 above to the Director General.



**(Dr.Arun Kumar) IAS**  
**Vice-Chairman & Director General**  
**J&K IMPARD, Srinagar/Jammu**