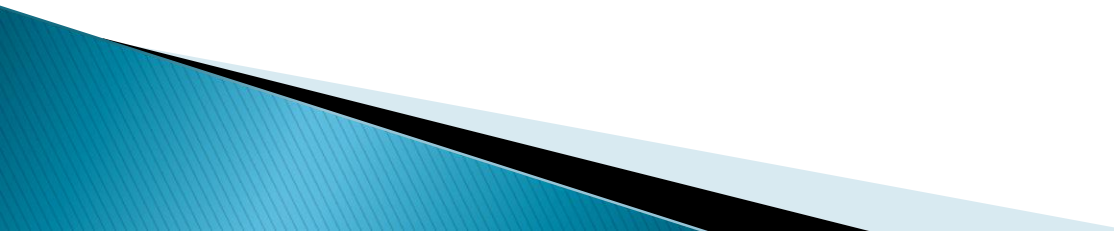


COURSE OVERVIEW AND SHISTACHAR

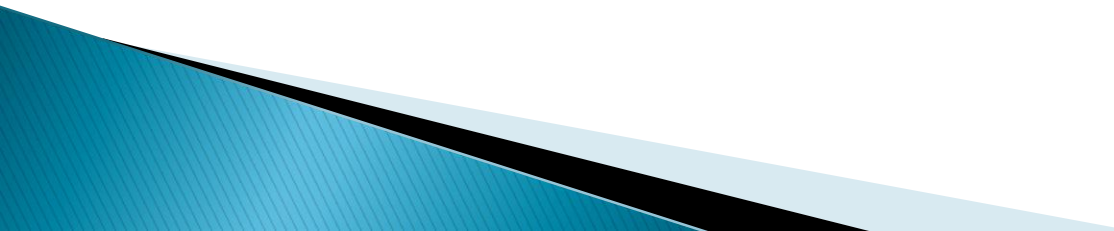
COURSE OVERVIEW



STRUCTURE

- ▶ **COURSE OBJECTIVES**
 - ▶ **METHODOLOGY**
 - ▶ **ACADEMIC INPUTS**
 - ▶ **NON-ACADEMIC ACTIVITIES**
 - ▶ **OTHER IMPORTANT ASPECTS**
- 

COURSE OBJECTIVES

- ▶ To promote all round development of the personality of Officer Trainees – intellectual, moral, social, physical and aesthetic.
 - ▶ To equip them with the basic administrative skills, knowledge and competencies required for their jobs.
 - ▶ To help them to improve their physical fitness and possess sound health.
- 

METHODOLOGY

- ▶ **Compulsory Residential**
- ▶ **Attendance**
- ▶ **Individual activities**
- ▶ **Group Activities**
- ▶ **Guest speakers**
- ▶ **Escort Duties**
- ▶ **Presentations**
- ▶ **Course Material**
- ▶ **Physical Fitness**
- ▶ **Evaluation**
- ▶ **Feed Back**

ACADEMIC INPUTS

- ▶ Public Administration and Management (PA&M)
- ▶ Law and Legal Matters (L&LM)
- ▶ Financial Management (FM)
- ▶ Service Matters (SM)
- ▶ Departmental Rules (DR)
- ▶ Computers



SESSION TIMINGS

- ▶ **Forenoon:**
 - Session 1:** 9.30 am to 10.40 am
(Compulsory daily **Computer classes**)
 - Session 2:** 10.50 am to 12.00
noon
 - Session 3:** 12.20 pm to 1.30 pm
- ▶ **Afternoon:**
 - Session 4:** 2.30 pm to 3.40 pm
 - Session 5:** 4.00 pm to 5.10 pm
- ▶ **Tea Break:**
 -  12.00 noon to 12.20 pm;
3.40 pm to 4.00 pm
- ▶ **Lunch :**
 -  1.30 pm to 2.30 pm

NON-ACADEMIC ACTIVITIES

- ▶ PHYSICAL FITNESS (YOGA)
- ▶ ESSAY COMPETITION
- ▶ PROJECT WORK
- ▶ REVIEW OF ACTS
- ▶ SOCIAL & CULTURAL ACTIVITIES
- ▶ BLOOD DONATION
- ▶ GAMES
- ▶ ESCORT DUTIES



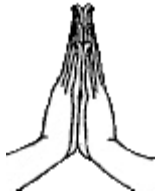
ESCORT DUTIES

- ▶ Ensure Transport arrangements to Guest Speaker (GS)
- ▶ Receive the Guest Speaker on arrival
- ▶ Inform the GS about the course/session duration etc.
- ▶ Collect the BIO-DATA of the GS
- ▶ Any specific requirements in the class room
- ▶ Ensure name plate is placed on the table



ESCORT DUTIES

- ▶ Escort the GS to the class room and introduce to the Trainees
- ▶ At the end of the session, thank the guest speaker
- ▶ Inform your whereabouts in the reception
- ▶ Ensure honorarium payment



ASSESSMENT

- ▶ Public Administration and Management (PA&M) 50
- ▶ Law and Legal Matters (L&LM) 50
- ▶ Financial Management (FM) 50
- ▶ Service Matters (SM) 50
- ▶ Departmental Rules (DR) 75
- ▶ Director General's Assessment 75



DG'S ASSESSMENT

▶ Attendance & General Discipline	10
▶ Yoga	10
▶ Essay Writing	10
▶ Blood Donation	10
▶ Review of Acts	10
▶ Project work	10
▶ DG's overall Assessment	15

ASSESSMENT & EXAMINATIONS

Examinations in 5 subjects

Marks: 275

DG's Assessment

Marks: 75

TOTAL: 350

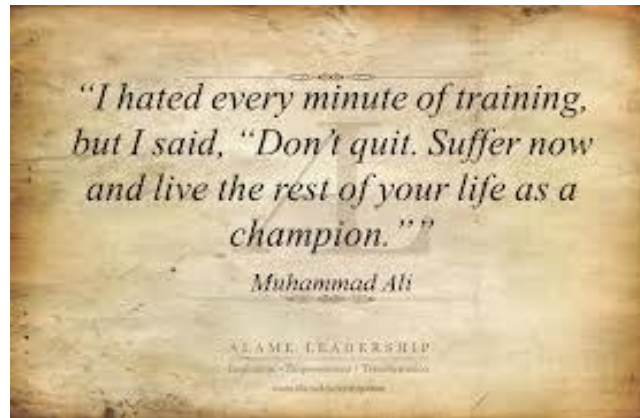
OTHER IMPORTANT ASPECTS

- ▶ **MEDALS & AWARDS**
- ▶ **FEED BACK**
- ▶ **INSTITUTE FACILITIES – ACCOMMODATION;
GAMES, MESS**
- ▶ **TRAINING SECRETARIAT**
- ▶ **LIBRARY**
- ▶ **DISPENSARY**
- ▶ **DRESS CODE**

CONDUCT AND DISCIPLINE



SHISHTACHAR



Sheelam Param Bhushanam

"Nothing is ever lost by courtesy. It is the cheapest of the pleasures, costs nothing and conveys much. It pleases him who gives and him who receives, and thus, like mercy, it is twice blessed."

Erastus Wiman

Shishtachar is a Sanskrit word
which means

- Code of conduct
- Good Manners
- Discipline

BASIC PRINCIPLES

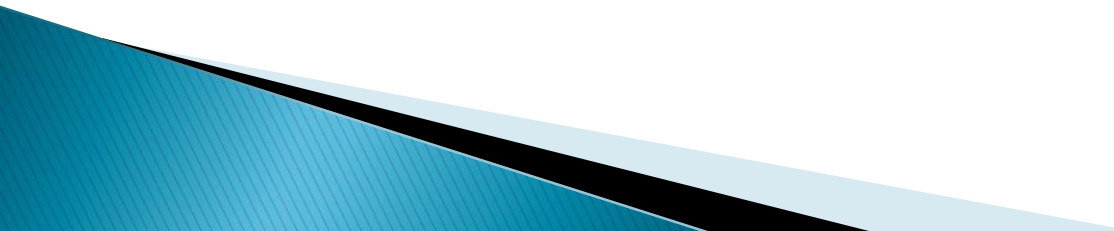
- ▶ ***Courtesy and politeness***
- ▶ ***Consideration for others***
- ▶ ***Gain confidence - personally and officially***
- ▶ ***Sensitivity to different cultural settings, traditions and practices***

GENERAL CONDUCT

▶ PUNCTUALITY

- Very important
- Reach the venue well in time
- Be seated in your allotted place

▶ PARTICIPATION:

- Your course
 - Expect your full participation
 - Academic and Non-academic
 - What you get depends on what you put in
- 

GENERAL CONDUCT

▶ BEHAVIOUR

- Expect highest standards
- Inside and Outside the Institute
- Be courteous and well mannered
 - towards each other
 - with Faculty and Officers
 - with staff

GENERAL CONDUCT

▶ ATTIRE

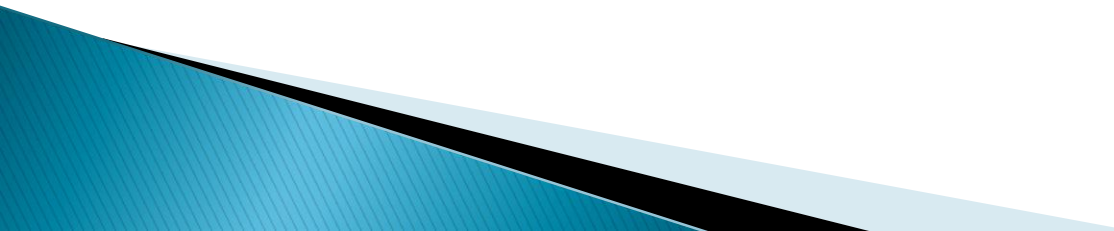
- *Jeans, T-Shirts, Sneakers,, Slippers forbidden in classes, Mess, lounge, library, Official Functions etc.*
- *Gentlemen OTs to wear : Full hand shirt, Trouser, Neck-Tie and socks & shoes during class hours.*
- *Lady OTs can wear Sarees, Salwar-Kameez and Churidar-Kurta of Sober Colours*
- *Use Formal Dress whenever expected.*

GENERAL CONDUCT

▶ MATURITY AND CREATIVITY

- Behave like a matured individual
- Do not burn up in anxiety
- Balance
- Asset to any organisation
- contribute creatively in all activities
- Excel and strive towards setting higher benchmarks

GENERAL CONDUCT

- ▶ **Compulsory residential. Spouses, friends etc. not permitted to stay**
 - ▶ **NO SMOKING in the class room, library, Auditorium and any other public place in the campus**
 - ▶ **Do not speak loudly in the lounges or corridors**
 - ▶ **Id Card – compulsory to wear in the campus**
- 

CONDUCT IN CLASS

- ▶ ***Take your allotted seat 5 mts before the session***
- ▶ ***No cross talk, whispering and other distractions***
- ▶ ***Questions addressed to Guest speakers/faculty members should be precise and polite***
- ▶ ***Adopt proper posture in Classroom***

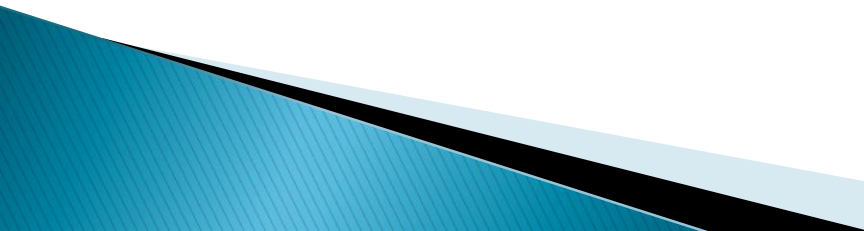
CONDUCT IN CLASS

- ▶ ***No thumping on the table to applaud, only appropriate clapping***
- ▶ ***Remain standing after lecture concludes till the speaker leaves the class***
- ▶ ***NO MOBILE PHONES – if it rings will be confiscated and auctioned in the class and proceeds donated to social cause***

CONDUCT IN HOSTELS

- ▶ *Avoid shouting, loud music, noisy scenes*
- ▶ *Music after 21 hours should be heard through only ear phones*
- ▶ *Keeping or consuming alcohol is prohibited*
- ▶ *Inebriated conduct will result in Disciplinary Action*

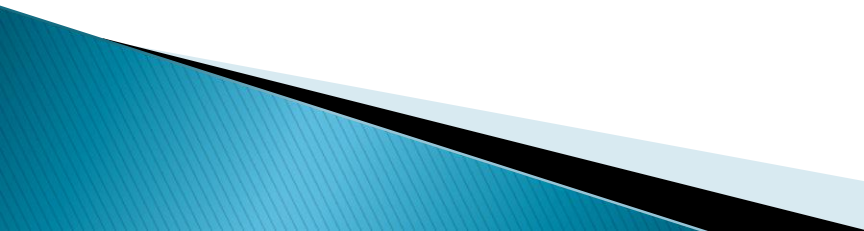
LEAVE AND ABSENCE

- ▶ All course activities – compulsory
 - ▶ No Leave during the course
 - ▶ Do not leave the campus even on holidays / weekends
 - ▶ Prior written permission is necessary from the course authorities
 - ▶ No Post facto sanction of leave
- 

▶ CONDUCT

- IN THE FORMAL DINNERS
- IN THE MESS
- IN THE LOUNGE

PENALTIES

- ▶ **Unauthorised absence from duty**
 - ▶ **Any act of misconduct or indiscipline leads to relief from the course without any notice**
 - ▶ **Conservation of Electricity – switch off lights etc. when you leave your room. Any violation leads to penalty**
 - ▶ **Water – a scarce resource. Do not waste. Violation of this norm attracts fine**
- 

**SUFFER
THE PAIN OF
DISCIPLINE
OR
SUFFER
THE PAIN OF
REGRET**

DISCIPLINE

- NON-NEGOTIABLE

*We are what we
repeatedly do.
Excellence, then, is not
an act but a habit.
- Aristotle*

THANK YOU

