



**Dr.MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE  
INDUCTION TRAINING PROGRAMME FOR IAS OFFICERS  
28.03.2016 to 06.05.2016**

**SYLLABUS**

**1. Public Administration**

**a) Governance**

Sl. No	Topic	No. of Sessions
1	Centre – state issues: Constitutional Provisions	2
2	Rules of Law	1
3	Good Governance	1
4	IAS in Perspective	1
5	AIS Rules	1
6	Pathways to Public Service Delivery	1
7	Introduction to Public Policy	1
	<b>Total</b>	<b>8</b>

**b) Perspective Building**

Sl. No	Topic	No. of Sessions
1	Ethics	2
2	National Security	2
3	Gender Issues: Sensitivity, DV Act, Sexual Harassment in workplace	2
4	Globalisation	1
5	Climate Change & Mitigation Measures	2
6	Land acquisition and revenue administration.	1
	Law and order, Coordination with police	1
7	RTI	1
8	Disaster Management	3
9	How to be effective HOD	2
	<b>Total</b>	<b>17</b>

### c) Sectoral Inputs

Sl. No	Topic	No. of Sessions
1	Rural Livelihood Schemes	2
2	Health: Preventive aspect; Health Financing, administration of the health department	2
3	Education: Primary education; secondary and college education; skill development	2
4	Skills Development	1
5	People with Disability	1
6	Public Distribution System	1
7	Infrastructure	2
8	Direct Cash Transfer	1
9	Energy: Tariff issues; T&D; PPP; logistics; Non-Renewable energy	2
10	Industrial Development: Labour laws, clearances and permissions, license-permit raj	2
11	Agriculture: Issue of subsidy, MSP; Market linkage; Agri-infrastructure	2
	<b>Total</b>	<b>18</b>

### d) Municipal Administration Module:

Sl. No	Topic	No. of Sessions
1	Urban Governance (Municipal Finance, Administrative structures, solid waste management, water supply, urban housing, slums, smart city, urban transportation)	7
	<b>Total</b>	<b>7</b>

**Subject : 2. Economics:**

Sl. No	Topic	No. of Sessions
1	Current Public Finance Scenario, Fiscal Federalism	3
2	GST	1
3	Public Procurement	3
4	PPP	3
	<b>Total</b>	<b>10</b>

**Subject: 3. Management**

Sl. No	Topic	No. of Sessions
1	Emotional Intelligence	1
2	Negotiations	2
3	Financial Management & Cost Benefit Analysis	3
4	Project Management	3
5	Project Appraisal	2
6	Management Games Exercise	3
7	Data Analysis & Interpretation	2
	<b>Total</b>	<b>16</b>

**Subject: 4. E- governance & ICT**

Sl. No	Topic	No. of Sessions
1	Use of Technology to improve Public Service Delivery (e-Governance)	2
2	GIS & its application in Administration	2
3	E-office	1
4	MS Word, PPT, Presentation Skills	8
	Social networking, e-mail	
	Data protection	
	<b>Total</b>	<b>13</b>

**Subject: 5. Group Work for Problem Solving:**

<b>Sl. No</b>	<b>Topic</b>	<b>No. of Sessions</b>
1	Problem Solving by group exercise and preparation of Report	5
	<b>Total</b>	<b>5</b>

**Evaluation**

<b>Examination</b>	<b>:</b>	<b>40 marks</b>
<b>Experience Sharing</b>	<b>:</b>	<b>20 marks</b>
<b>Problem Solving – Group Exercise</b>	<b>:</b>	<b>20 marks</b>
<b>Director’s Assessment</b>	<b>:</b>	<b>20 marks</b>
	<b>Total :</b>	<b>100 marks</b>