



HCM Rajasthan State Institute of Public Administration
Jawaharlal Nehru Marg, Jaipur

Phone: Phone: 0141-2706268, Fax: 2705420, email: hcmripa@rajasthan.gov.in

No: F.6(1)(7)/TNP/FIS/2016/ 7913-42

Date: 6th July 2015
8

To,

All faculty members
HCM RIPA
Jaipur/ Udaipur/ Bikaner/ Jodhpur/ Kota

Subject: Preparation of Faculty Information System

The institute is in the process of preparing a Faculty Information System i.e. database of faculty (Internal/ Guest) facilitating in various training programs of the institute with their specialization. This would help in easy access to information about speakers on various topics taken by faculty members and also help making sessions more effective and meaningful.

I am directed to convey that we must minimize dependency on the guest faculty and internal faculty must develop expertise on various topics which are commonly taken in most of the courses. Thus, it is proposed that all the internal faculty members (academic and administrative - including regional centers) must prepare at least eight different sessions in the area of their expertise/ interest and submit information in both the proforma to the **PS to the Director General positively by 15th July 2016** or send it on email to hcmripa@rajasthan.gov.in. It is also requested that faculty members may also collect this information from the guest faculty who are facilitating in their respective courses, so that it can be consolidated and made available on the website. The softcopy of the proforma can also be downloaded from the Institute website.

(Purushottam Sharma)
Additional Director (Admn)

No: F.6(1)(7)/TNP/FIS/2016/ 7913-42

Date: 6th July 2015
8

Copy for information and necessary action to :

1. Officer-in-Charge (Planning), HCM RIPA, Jaipur
2. Officer-in-Charge (Website), HCM RIPA, Jaipur to upload the proforma on the website
3. PS to Director General/PA to Additional Director (Admn), HCM RIPA, Jaipur

Additional Director (Admn)

(All the faculty members including guest faculty must submit these two proforma one for the Faculty Profile and another for the session plan)

Profile of the Faculty

NAME		Photo
DESIGNATION		
DEPARTMENT		
ADDRESS Office		
Residential		
PHONE NO.	Mobile: Office: Residence: Fax:	
E MAIL		
QUALIFICATION		
EXPERIENCE	In Years and also major assignment (three four lines)	
Major Area/ Theme	1. 2.	
Topics on which Sessions can be taken	1. 2. 3. 4.	

Session Plan

(To be prepared for each session)

Name of the Faculty/ Officer:

Designation:

Department/ Institute:

1. Major Area/ Theme:

2. Title of the Session:

3. Objectives: At the end of the session participant will be able to

i.

ii.

iii.

4. Methodology: Lecture supplemented with Power Point Presentation/ Video Film/ Case Study/ Role Play/ Field Visit/ Hands on Practice on Computer/ Demonstration

5. No of Sessions: (Assuming one session of 90 Minutes)

6. Reading Material proposed to be given: Hand Outs/ Power Point Presentation/ Exercises/ Case Study etc. (please specify)

7. Any other relevant information: