

**Government of Rajasthan**  
 HCM Rajasthan State Institute of Public Administration, Jaipur  
**Foundation Training Course for Rajasthan State Services (Batch-2017)**  
**[11 September 2017 to 22 December 2017]**

**COURSE – TEAM**

**GURJOT KAUR, IAS**

*Director General, HCM RIPA and Additional Chief Secretary to Government (Training), Rajasthan*

*COURSE DIRECTOR*

**PURUSOTTAM SHARMA, RAS**

Additional Director (Administration)

(Mob.: 9829600225)

*ADVISOR -(ACADEMIC)*

**PROF. R.K.CHOUBISA**

(Mob.: 9414168624)

*ADVISOR -(ACCOUNTS)*

**HEM PUSHP SHARMA**

(Mob.: 9829904296)

*SECTION "A"*

*ASSOCIATE COURSE DIRECTOR*

**DR. VIBHA SHARMA**

(Mob.: 9414593888)

*SECTION "B"*

*ASSOCIATE COURSE DIRECTOR*

**BIRBAL S. SHEKHAWAT**

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*SECTION "C"*

*ASSOCIATE COURSE DIRECTOR*

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*SECTION "D"*

*ASSOCIATE COURSE DIRECTOR*

**DR. PRIYANKA VYAS**

(Mob.: 9982382000)

*SECTION "E"*

*ASSOCIATE COURSE DIRECTOR*

**DR. GUL FIRDOSH**

(Mob.: 9414317079)

**WORK SCHEDULE**

WEEK-I (11 - 15 September 2017)

MONDAY, 11 September 2017

TIME (in Hours)	
09.30-13.00 Hrs.	<ul style="list-style-type: none"> <li>• Arrival, Welcome and Room Allotment in HCM RIPA, at Vishranti Hostel</li> <li>• Joining, Distribution of Training Kit, Lapel Cards at Nehru Bhawan</li> </ul>
13.00-14.25 Hrs.	<ul style="list-style-type: none"> <li>• LUNCH</li> </ul> <p style="text-align: center;">(Officer Trainees will Assemble in Bhagwat Singh Mehta Auditorium at 2:30 PM )</p>
14.30-15.30 Hrs.	Welcome of Director General DG's address and Oath, Administrative Work and Introduction with Faculty (Venue : Bhagwat Singh Mehta Auditorium)
15.30-15.45 Hrs.	TEA
15.45-16.15 Hrs.	Briefing by Course Director, OIC (FC), OIC (Campus), OIC (Vishranti & Sports)
16.30-1800 Hrs.	Micro Lab / Ice Breaking (Jointly for the trainees) (Prof Ramesh K. Arora, Shri S.S. Bissa, Shri Satish Batra, Shri Manvendra Singh, Shri Nitin Saraswat)

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TUESDAY, 12 September 2017

<b>TIME (in Hours)</b>	
<b>9.30-10.00</b>	Recapping of Previous Day
<b>10.00-13.30</b>	Individual Introduction of Officer Trainees (Venue: B.S. Mehta Auditorium)
<b>13.30-15.00</b>	Lunch - All Trainee Officers
<b>15.00-16.15</b>	Gandhi : The Man (Prof. Ramesh K. Arora)
<b>16.30-17.45</b>	Ethics and Values in Public Service (Shri S.S. Bissa)
<b>17.45-18.00</b>	Announcements and Instructions for Next Day

WEDNESDAY, 13 September 2017

<b>TIME (in Hours)</b>	
<b>9.30-10.00</b>	Recapping of Previous Day
<b>10.00-11.15</b>	Shistachar (Shri S.S. Bissa)
<b>11.30-12.45</b>	Social Service viz-a-viz Public Service (Shri D.R. Mehta)
<b>13.00-14.00</b>	LUNCH
<b>14.15-15.00</b>	Movie (Gandhian)/ Library / Extra Curricular Activities
<b>15.00-16.15</b>	Aspects of Minority Community with special reference to Rajasthan (Shri Jasbir Singh)
<b>16.30-17.45</b>	Qualities of a Good Administrator (Shri Dharmendra Bhatnagar)
<b>17.45-18.00</b>	Feedback & Announcements and Instructions for Next Day

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THURSDAY, 14 September 2017

<b>TIME (in Hours)</b>	
<b>9.30-10.00</b>	Recapping of Previous Day
<b>10.00-11.15</b>	Human Rights (Justice Prakash Tatia)
<b>11.30-13.00</b>	Use of I.T. to enhance Productivity (Prof. Rakesh Singhal)
<b>13.00-14.00</b>	LUNCH
<b>14.30-15.00</b>	Movie / Library / Extra Curricular Activities
<b>15.00-16.15</b>	Tenets of Public Service (Dr Samit Sharma)
<b>16.30-17.45</b>	About - Kalam (Prof Ramesh K. Arora)
<b>17.45-18.00</b>	Feedback, Announcements and Instructions for Next Day

FRIDAY, 15 September 2017

<b>TIME (in Hours)</b>	
<b>9.30-10.00</b>	Recapping of Previous Day
<b>10.00-11.15</b>	Saraswati : The River that nourished human settlement of Harrppan Civilization (Padma Bhusan K.S. Valdiya)
<b>11.30-12.45</b>	Evaluation of Administration in Rajasthan (Shri L.C. Gupta)
<b>12.45-14.00</b>	LUNCH
<b>14.30-15.00</b>	Movie
<b>15.00-16.15</b>	Employees Motivation (Shri Satish Batra)
<b>16.30-17.45</b>	Importance of Training and commitment to Services (Shri Nand Kishore)
<b>17.45-18.00</b>	Announcements and Instructions for Next Day

***Faculty associated with the Week:***

1. Prof Ramesh K. Arora. B-56 Janata Colony, Jaipur
2. Shri S.S. Bissa. Hony. Senior Fellow, CMS, HCM RIPA, Jaipur
3. Shri Satish Batra, Vidhya Bhawan, Jaipur
4. Dr Manvindra Singh, Manipal University, Jaipur
5. Shri Nitin Saraswat, Jaipur
6. Padma Bhusan D.R.Mehta, Chairperson, Bhagwan Mahaveer Viklang Samiti, Jaipur
7. Shri Jasbeer Singh, Chairperson, Rajasthan Minority Commission, Jaipur
8. Shri Dharmendra Bhatnagar, Member, Rajasthan Civil Services Appellate Tribunal , Jaipur
9. Justice Prakash Tantia, Chairperson, Rajasthan Human Rights Commission, Jaipur
10. Professor Rakesh Singhal, Professor (Computers) HCM RIPA, Jaipur
11. Dr. Samit Sharma, IAS, Director, Social Justice & Empowerment, Jaipur
12. Padma Bhusan K.S. Valdiya
13. Shri Nand Kishore, IPS, Additional Director General of Police, Rajasthan, Jaipur
14. Shri L.C.Gupta, IAS (R), Jaipur