

Particulars of Sardar Patel Institute of Public Administration, its functions and duties

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1.1 Objectives / Purpose

The objective of SPIPA is outlined in its MOA, which has been registered on 1-10-2004 under the Registration of Societies Act-1860, and which is summarized below. The MOA itself is also placed below in its entirety.

SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION (SPIPA) was established by the Government of Gujarat in 1962 as the State Level Administrative Training Institution for training Government functionaries. It became an autonomous body (registered under the Indian Societies Act) in October, 2004.

The Institute aims to provide world class training in areas related to public administration and governance so as to enhance the competence of the government functionaries in delivering services in their respective fields. It also enables a constructive interface between the government and all the stakeholders outside the government to attain the ultimate goal of good governance. The Institute is strongly committed to human capital development and organizational learning programmes to enable smooth adaptation to change.

Aims and Objectives

- To bring together other Training Institutes of State Government under the common umbrella of SPIPA with a view to sharing of resources for implementing the Common Training Policy.
- To assess the training needs of the different State Government Departments, Boards, Corporations, Local Self Government Bodies and other such Non Government Organizations.
- To provide foundation training to officer trainees of IAS and State Government

officers/employees.

- To organize or to assist in organizing training programmes, seminars, conferences etc. for government as well as PSU officials and for Non Government Organisations.
- Organise training programmes for Panchayati Raj Functionaries of State on issues related to government functioning and public administration.
- To establish and maintain libraries and information services to facilitate the study of public administration.
- To establish and develop information tools for research & training and to promote exchange of information.
- To undertake research in important areas of public governance.

MEMORANDUM OF ASSOCIATION OF SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION

Introduction

The Sardar Patel Institute of Public Administration is constituted basically, for training various categories of employees and for acting as a think tank and information resource center for the government, to bring together various Training Institute of the government for implementing the Common Training Policy of State Government.

The Sardar Patel Institute Of Public Administration shall be providing consultancy and other services to all Departments of the State Government, and for this purpose it shall assess the training needs of all Departments of the State Government at different levels and in different areas. Further it shall act as a think-tank for the Government in respect of its different problem areas, for systematic restructuring and institutional upgradation and will devise and plough back solutions to the same. The institute will in addition, create information flow in the State, act as a platform for different programme, co-ordinate between different organizations and institutions of the State and Central Government.

Sardar Patel Institute Of Public Administration should have internal autonomy, flexibility of rules to receive and utilize funds and to appoint / induct personnel of its choice for rising to its height of excellence.

Memorandum of the Association

- 1 The name of the society will be "Sardar Patel Institute of Public Administration" .
- 2 The registered office of the society shall be at the following address
Sardar Patel Institute of Public Administration
Opp. ISRO, Satellite Road,
Ahmedabad - 380 015. Gujarat State
- 3 The society's jurisdiction shall extend to the whole of the State of Gujarat.
- 4 Objectives of the Institute

The Institute shall have following objectives.

- (i.) To bring together the other Institutions of various Departments of State Government which desire to share their resources of common infrastructure including Hostel, Library, Transportation, and administrative facilities. However, their individual identity and functionality will not be affected and yet they will function under the common umbrella of Sardar Patel Institute of Public Administration for the purpose of implementing the common training policy of State Government.
- (ii.) To provide foundation Training to the appointees of State Government Services, Pre-

service and in-service training to Gazetted Officers of the State Services; non-Gazetted employees of the Secretariat Service and employees of District Administration and District Panchayats.

- (iii.) To organise or to assist in organising training programmes, Seminars, Conferences, discussion, dissertation, an exhibition, Research Studies, Field Surveys, Symposia, Workshops and also Capsule Courses by Expert Academicians, Administrators, researchers for officials and non officials of Non-Government Organisations, i.e. NGO's as also for Panchayati Raj Functionaries of State on issues related to government functioning and public administration.
- (iv.) To assess the training needs of the different State Government Departments, Boards, Corporations, Local Self Government bodies and such other non-government organizations that may consent to be associated with it.
- (v.) To design courses, determine the curricula and their course content based upon the assessment of training needs for clientele in Para (iv) above.
- (vi.) To act as the Premier State level Institute in the field of Public Administration and also act as the nodal training agency of different training Institutions of various Departments of the State Government.
- (vii.) To design special programmes, courses for training/coaching of meritorious students for preparing them for National level competitive Examinations conducted by the Union Public Service Commission.
- (viii.) To identify training institutions and to resource persons at the local, State, National and International levels and to enter into contract with them for designing and conducting courses and providing other inputs.
- (ix.) To mobilize funds / resources from diverse sources for training skill, up gradation and human capital development in pursuance of the stated objectives.
- (x.) (x.) Subject to the rules of State Government, to provide facilities for sabbatical to the members of the All India Services serving in the State, the State Government Employees and other employees of collaborating Training Institutions of State Government.
- (xi.) To seek and also to establish relations of mutual co-operation with Institutions of State, National and International repute for fulfilment of the above vision and objectives.
- (xii.) To establish and develop information tools for research training and to promote exchange of information among the participating organizations by establishing interactive website for the same among other things.
- (xii.) To bring about the publication of 'NIRNAY' or any other news letter, books, journals, reports, Occasional papers, Study Reports etc. in furtherance of the broad objective of the Organization.
- (xiv.) To establish and maintain libraries and information services to facilitate the study of public administration and spreading information in regard thereto;
- (xv.) To run full time / part time courses on Public Administration / Public Policy for students / Graduates with affiliation of any other Institutions / Universities.

Pursuant to the aforesaid objects the society may

- (a) Receive funds for institute to ensure optimum utilization of these funds obtained in the form of grant in aid, assistance, loan securities or property from the Government of

Gujarat, Government of India, National / International Bilateral Agencies, Non-Government Organisations, Financial Institutions, Public and Private Trusts or any other organisation(s);

- (b) Impose and recover fees and charges for the services rendered by it;
- (c) Create administrative, technical, Ministerial and other posts in the Society and make appointments thereto in accordance with the Rules of the Society (as prescribed by the State Government) prevailing from time to time. Creation or appointment to posts carrying a pay of Rs. 10,000/- or more per month shall require the prior concurrence of the Government of Gujarat.
- (d) Establish a Provident Fund for the benefit of the Staff of the Society or any sections thereof;
- (e) Make rules and bye-laws for the conduct of the affairs of the Society and add to, amend, vary or rescind them from time to time;
- (f) Do all such other acts and things, either alone or in conjunction with other organisations or persons, as the Society may consider necessary, incidental or conducive to the attainment of the above objects.
- (g) Acquire by gifts, purchase, exchange, lease, hire or otherwise under any law, buildings, easement rights and any other property both movable or immovable including machinery, equipments or estate for the furtherance of all or any of the objects of the society.
- (h) Borrow and raise money by way of mortgage of the properties belonging to the society or in any other manner, with prior permission of the Government of Gujarat.
- (i) Sale, mortgage, charge, lease, exchange or otherwise transfer or dispose off all or any immovable or movable property of the society: provided that where the value of the immovable property exceeds rupees Five lakhs prior approval of State Government shall be taken.
- (j) To obtain and accept from any person, firm, company, corporation, Institution, Local Body, or any authority of the State, or the Central Government, Donations, Grants, Gifts, and Bequests of money and all kinds of property movable or immovable either unconditionally or on any special terms and conditions not being inconsistent with the object of the society, as the society may think fit.
- (k) Invest and deal with the Money of the society in such manner as may from time to time be determined by the Governing Council.
- (l) Construct, maintain repair, extend alter, improve or develop any buildings or works necessary or convenient for the purposes of the society.
- (m) Pay out of the funds belonging to the society or out of any particular part of such funds, all expenses that are incidental to the formation of the society and for achieving its aims and objectives including management and administration of the society.
- (n) Establish and support or aid the establishment of the associations, institutions, trusts, and conveniences for the benefit of the employees or ex-employees and grant concessions, allowances, gratuities either by way of annual payment or by way of lump sum and make payments towards insurance, and contribute to provident fund for the benefits of such persons.
- (o) Assist Public and Private Organizations to improve their administration and management through consultancy and by extension services, organizing conferences, seminars, workshops, exhibitions, meetings, discussion etc.

- (p) Evolve and prescribe standards of proficiency, and award diplomas, certificates, medals and other prizes and distinctions to persons trained in the Institute as well as confer distinctions on persons rendering outstanding contribution to the cause of management in Government.
- 7 All property of the Society movable or immovable, shall vest in the Governing Council.
- 8 The income and property of the Society, howsoever derived shall be applied towards the promotion of the objects as set forth in this Memorandum of Association, subject to nevertheless, in respect of expenditure of grants made by the Government of Gujarat, to such directions as the Government of Gujarat may from time to time give. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividend, bond or otherwise howsoever by way of profit to persons who at any time are or have been members of the society, or to any of them, or to any persons claiming through them or any of them, provided that nothing herein shall prevent the payment in good faith of remuneration to any member or other person in return for service rendered to the Society,. or for traveling allowance, halting allowance and other similar charges.
- 9 A copy of the Rules and Regulations of the Society, certified to be correct by the members of the Governing Council is filed with the Registrar of Societies, Ahmedabad, along with the Memorandum of Association.

Signature of the Signatories is hereby attested.

(Dhananjay Dwivedi)

Director General of

Sardar Patel Institute Of Public Administration

Ahmedabad

Sardar Patel Institute of Public Administration (Rules)

1 Short Title :

These rules may be called the "Rules of Sardar Patel Institute of Public Administration, Ahmedabad.

Definitions :

2 In this rules and the memorandum of Association unless the subject or context otherwise requires.

- ✧ "Act" means the Societies Registration Act, 1860
- ✧ "Director General" means, the Director General of the Institute, so appointed by the State Government.
- ✧ "Council" means Executive council of the Institute.
- ✧ "Director General" means, the Director General of the Institute, so appointed by the State Government.
- ✧ 'Financial year' means 12 months commencing on the 1st April and ending on 31st March.
- ✧ "Institute" means Sardar Patel Institute of Public Administration, Ahmedabad.
- ✧ "Member Secretary" has the same meaning of 'Secretary'.
- ✧ "President" means the President of the Board of Governors of the Institute.
- ✧ "Secretary" means - The Additional Director / Additional Commissioner / Joint Director / Joint Commissioner (Admn.) for the time being of the Institute.
- ✧ "State Government" means the 'Government of Gujarat'.

3 Patron of the Institute:

The following shall be the patrons of the institute.

Chief Minister-Chief Patron

Minister of Finance -Patron

4 Authorities of the Institutes :

The Authorities of the Institute shall be

(i) The Board of Governors

(ii) The Executive Council

(iii) Such other authorities as may be constituted by the Board of Governors or the Executive Council.

5 Officers of the institute :

Following shall be the officers of the Institute namely :

(i) The Director General / Commissioner of Sardar Patel Institute Of Public Administration (Ex-officio)

(ii) Deputy Director General / Additional Commissioner Joint Director / Joint Commissioner (Admn.) (Ex-officio) and

(iii) Such other officers as may be appointed by the Board or the (Executive Council) from time to time.

6 Board of Governors & Membership:

The members of the Board of Governors shall constitute the Executive Council of the Institute and shall consist of not less than seven members.

7 Members ;

The Institute shall maintain a Register of members of the Board of Governors giving their names occupation and addresses and every member shall sign the Register. Every change of address shall be notified to the Joint Director / Joint Commissioner / Additional Commissioner (Administration).

8 Board of Governors :

The Board of Governors will consists of up to Twenty Five members appointed by the state government including representatives from the eminent institutions.

The composition of the Board of Governors shall be as follows :		
(1)	Chief Secretary to Government	President
(2)	Additional Chief Secretary / Principal Secretary/ General Admin. Department	Member
(3)	Additional Chief Secretary / Principal Secretary/ Secretary (A.R & T.D.) General Admin. Department	Member
(4)	Additional Chief Secretary/Principal Secretary (Finance Department)	Member
(5)	Additional Chief Secretary/ Principal Secretary/ (Health & Family Welfare Department)	Member
(6)	Additional Chief Secretary / Principal Secretary Co-operation Department.	Member
(7)	Additional Chief Secretary /	Member

	Principal Secretary Panchayat Department.	
(8)	Secretary, Rural Development Department	Member
(9)	Secretary, Road & Building Department	Member
(10)	Director General & Commissioner of Training, Sardar Patel Institute Of Public Administration.	Member
(11)	Director or it's representative Indian Institute of Management, Ahmedabad	Member
(12)	Joint Secretary/ Deputy Secretary(ARTD)	Member
(13)	Executive Director or it's representative Ahmedabad Management Association, Ahmedabad.	Member
(14)	Director or it's representative Gandhi Labour Institute, Ahmedabad.	Member
(15)	Vice Chancellor, Gujarat University, Ahmedabad	Member
(16)	Director or It's representative Sardar Patel Institute of Social and Economic Research, Ahmedabad	Member
(17)	Financial Advisor, FinanceDepartment.	Member
(18)	Additional Commissioner Sardar Patel Institute Of Public Administration	Member Secretary

Seven eminent persons to be nominated by the Government to represent the interest of the sectors such as Agriculture, Rural Development, Forestry, Fisheries, Animal Husbandry, Business Industry, Commerce and Trade, Banking and Insurance, public utilities such as transport, energy and communication, public works, Social Welfare, Public relations, Regulatory Services such as Revenue, Legal Police Education, Municipal bodies etc. These persons will be selected on the basis of their expertise and contribution in the given field on the bases of their research and other studies done by them or by having actually worked in the field and contributed to its development for a minimum of 15 years.

- **7 Eminent persons**

7 Eminent Persons of the Board of Governors of last meeting are as follows :		
(1)	Shri. V. R. S. Cowlagi I.A.S. (Retd.)	Vigilance commissioner, Gandhinagar
(2)	Shri Dr. N. Ravichandran	Director IIM Indore
(3)	Smt. Krishna Shashtri	Dean School of Design CEPT University Ahmedabad
(4)	Dr. Manoj Soni	V. C. Baba saheb Ambedkar Open University, Ahmedabad
(5)	Shri Vishal V. Sharma	ex-OSD to then Hon. Chief Minister of Gujarat State Sh. Narendrabhai

		Modi
(6)	Shri J. Mahapatra I.P.S. (Retd.)	President Gujarat Civil Service Tribunal
(7)	Shri Ravindra Madhav Sathe	-----

Note:The Selection of these persons shall be based not on their official position but on their recognized achievements and contribution to the development of public administration.

9 The Board of Governors shall appoint committees of the members for such purposes as it may deem fit and delegate to such committees and the Executive Council, such powers and authorize them to perform such functions as it may deem necessary and expedient. Such delegation or authorization may be made subject to such conditions as the Board may think fit to impose.

10 The Board of Governors may create new classes of membership from time to time for such specific period, and fill them by co-option of such members as it deems desirable and necessary in the interest of the Institute from time to time.

11 Powers and Functions of Board of Governors :

- The Board of Governors of the Institute will be its highest administrative cum policy formulation body.
- The Board of Governors shall exercise general control and issue institutional and specific directions for the efficient management and administration of the affairs of the Institute as may be necessary, review the courses, the pedagogy, course content, curricula, subject of research, research content, field visits, field studies, etc.
- The Board of Governors shall approve the annual budget of the Institute for submission to the State Government for incorporation in its budget.
- The Board of Governors shall consider and approve the Annual Report and audited Annual Accounts of the Institute for the preceding financial year along with the Audit Certificate, the Audit Report, and compliance thereto.
- The Board of Governors shall add to, amend, vary or rescind, with the prior approval of the Government of Gujarat, any of these Rules .
- The Board of Governors shall frame Regulation, not inconsistent with these Rules, for the management, administration and conduct of the business of the Institute in the furtherance of its objectives.
- The Board of Governors shall perform such other functions or are entrusted to it under the Rules.

Tenure of Nominated Members :

12 The tenure of the nominated members of the Board shall be three years or as specified in the appointment order whichever is less.

13 When a person including the President is a member of the Board by virtue of his office, he shall cease to be such member when he relinquishes the said office and the vacancy so arising shall be filled in by his successor in that office. Such member shall, however, be eligible for re-nomination in another vacancy, if any, on the Board.

Cessation of Membership :

- 14 Notwithstanding anything contained in these Rules, a nominated member of the Board shall cease to be such member if during his tenure of office he resigns or becomes insolvent, or is otherwise unable or incompetent to hold office and his membership is terminated by the State Government.
- 15 The State Government may terminate the membership of any person appointed on the Board of Governors for valid reasons.

Resignation :

- 16 A member of the Board, other than ex-officio member, may resign his membership by a letter addressed to the President of the Board and such resignation shall take effect from the date of its acceptance by the President.

Casual Vacancies :

- 17 Any casual vacancy arising on the Board by resignation, death or otherwise, may be filled by appointment or nomination of a member by the State Government and the member so appointed or nominated shall hold office for the remainder of the tenure of that Board as laid down in Rule 12.
- 18 The Board of Governors shall function notwithstanding any vacancy on the Board and any defect in the appointment or nomination of any of its members, and no act or proceedings of the Board shall be invalidated, nullified or called in question merely by reason of the existence of any vacancy on the Board or by reason of any defect in the appointment or nomination of any its members.

Meetings of The Board :

- 19 Subject to the provisions of the Act, the Board of Governors shall meet at least once a year.

Annual General Meeting :

- 20 The President of the Board of Governors shall convene Annual General Meeting within four months of the closing of the financial year :
 - To receive and consider the annual report and audited accounts of the Institute for the preceding financial year.
 - To appoint auditors and fix their remuneration :
 - To review progress of work during the year ended and consider and approve generally the budget demands and programmes for the ensuing year ; and
 - To discuss any other business as may be necessary.

Special Meeting :

- 21 The President of the Board may convene special meetings of the Board to consider any matter of special importance or urgency or on the written requisition of not less than six members of the Board, specifying the purpose for which the meeting is proposed to be called.

Venue of The Meeting :

- 22 Meeting of the Board shall ordinarily be held at Ahmedabad / Gandhinagar provided, however, that meeting may be held at any other place as may be expedient or necessary.

Notice of The Meeting :

- 23 Every meeting of the Board shall be convened by notice issued under the hand of the

Secretary or any other officer of the Institute so authorized by the Board in this behalf.

- 24 Every notice calling for a meeting of the Board shall be issued to every member not less than fifteen days before the day scheduled for the meeting, except in the case of special meeting, when the notice shall be issued at least five days before the day fixed for the meeting. A summary of the business to be transacted at the annual and other meetings shall be communicated to the members at least seven days before the day of the meeting, except that in the case of Special meetings it should be circulated at least three days before the meeting.
- 25 The accidental omission to give notice to any member or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

Quorum :

- 26 Five members present in person shall constitute the quorum for any meeting of the Board: provided that, if a meeting is once adjourned for want of quorum a subsequent meeting called on the basis of the same agenda shall not be required to form a quorum.

Presiding Officer :

- 27 The President shall ordinarily preside at all meetings of the board and in the absence of the President, the members present shall choose a member from amongst themselves to preside over the meeting.

Invitation To Attend a Meeting :

- 28 The President may invite any person other than a member of the Board to attend a meeting of the Board, but such persons shall not be entitled to vote at the meeting.

Voting :

- 29 In Case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. Every member present at the meeting including the President shall have one vote and if there be an equality of votes, the President of the meeting shall have casting vote.

Voting By Circulation :

- 30 Any business which is of an urgent nature and which cannot be held over till the next meeting of the Board may be transacted by circulation among all members of the Board and any resolution so circulated and approved by a majority of the members of the Board shall be as effective and binding as if such resolution had been passed at a meeting of the Board: provided that any business so transacted shall be reported at the next meeting of the Board.

Emergency Powers of The President :

- 31 Where the matter is of such urgency that a decision thereon cannot await the convening of a Special Meeting or voting by circulation, the President may for reasons to be recorded in writing take a decision thereon. Such decision shall be placed before the next meeting of the Board for ratification.

Service of Notice :

- 32 A notice may be served upon any member of the Board in person or by post addressed to such member at the address mentioned in the roll of members. Any notice so served by post shall be deemed to have been served two days after it was posted.

Executive Council :

- 33 Subject to the overall supervision and policy directions of the Board of Governors and its Committee, the Executive Council shall be responsible for the management,

administration and control of the affairs of the Institute and its income and properties in accordance with these Rules, and the Regulations orders and instructions if any made from time to time and shall have, and exercise, powers which may be necessary, incidental, conducive or expedient for the said purpose.

Composition of The Executive Council :

- 34 The Executive Committee shall be composed of not more than seven members including the Director General, who shall be the Chairman of the Committee.
- The Director General, Sardar Patel Institute Of Public Administration
 - One member to be nominated by the President from among the heads of State Government Directorates
 - Deputy Secretary in charge of Training, General Administration Department.
 - One representative of a training institute to be nominated by the Chairman of Executive Council.
 - One representative from a Non Governmental organization.
 - One expert on Financial matters of the Institute to be nominated by the Chairman.
 - Joint Director / Joint Commissioner (Administration) Sardar Patel Institute Of Public Administration will be the member secretary to the Executive Council.

Tenure of The Council :

- 35 The term of office of the Executive Council shall be three years : provided that a committee whose term has expired shall continue until the successor committee is constituted.

Resignation:

- 36 A member of the Committee, other than an ex-officio member, may resign his membership by a letter addressed to the President through the Chairman and such resignation shall take effect from the date of its acceptance.

Meetings of The Council :

- 37 The Executive Council shall meet not less than four times in a calendar year, provided that not more than four months shall elapse between any two meetings of the Committee. The meetings of the Committee shall ordinarily be held at Ahmedabad, provided, however, that a meeting may be held at any other place as may be expedient or necessary.
- 38 Every meeting of the Committee shall be presided over by the Chairman. Four members of the Committee, including the Chairman, present in person shall constitute a quorum at any meeting of the Committee.
- 39 In case of difference of opinion amongst the members on any matter under discussion in a meeting, the opinion of the majority shall prevail. Every member present at the meeting including the Chairman shall have one vote and if there be an equality of votes the Chairman of the meeting shall have a second casting vote.
- 40 Every meeting of the Committee shall be convened by notice issued under the hand of the Secretary or any other officer of the Institute so authorized in this behalf. Every notice calling for a meeting shall set the date, time and venue of the meeting and shall be issued to every member not less than seven days before the day scheduled for the meeting. Provided that for transacting urgent business, the Chairman may convene a

meeting with three days ' notice. A summary of the business to be transacted at the meeting shall be communicated to the members not less than seven days before the day of the normal meeting, and three days in the case of a meeting convened with shorter notice. The accidental omission to give notice to, or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of that meeting.

- 41 Any business of an urgent nature may be carried out by circulation among all members of the committee and any resolution so circulated and approved by a majority of the members of the executive committee shall be as effective and binding as if such resolution had been passed at a meeting of the Committee: provided that any business so transacted shall be reported at the next meeting of the Committee.

Power and Functions of The Executive Committee :

- 42 The Board of Governors may delegate, from time to time, such powers and functions to the Executive Committee as are considered necessary and expedient.

Chairman of The Executive Council :

- 43 The Executive Council may by resolution, delegate to its Chairman, any of its powers as deemed necessary, fit and expedient for the efficient and expeditious conduct of the business of the Institute.
- 44 The Chairman may refer any question or any matter, which in his opinion is of sufficient importance to justify such a reference, to the decision of the President and the decision of the President shall be binding on the council. Such matters shall be reported to the council at its next meeting.

Director General of The Institute :

- 45 The Director General of the Institute shall be the Academic Head and the Chief Executive of the Institute, and shall be appointed by the State Government on such terms, remuneration, and conditions of service as may be decided by the State Government.
- 46 The Director General shall have all such powers as may be delegated to him by the Board of Governors and the Executive Council. The Director General shall be Chairman of the Executive Council.
- 47 As the Academic Head and the Chief Executive of the Institute, the Director General shall be responsible for the proper administration and conduct of the academic affairs of the Institute.

Powers and Functions of The Director General :

- 48
- The Director General will be the Executive Head of the Institute and shall exercise the powers of the head of the Department in respect of the Institute.
 - All administrative powers of the Head of the Institute shall vest in the Director General, subject to the provisions of these rules.
 - The Director General shall be responsible for proper management, conduct and development of the Institute.
 - The Director General may terminate the service of such employees Whose period of deputation / contract has expired or dismiss the Employees in regular employment under the due process prescribed.
 - The Director General shall be responsible for the funding of the Institute, maintenance of accounts, operation of the bank account and shall be responsible for

the financial propriety of the Institute.

- The Director General shall be responsible for all training arrangements in the Institute, for all research and other research related activities, for conduct of workshops, seminars, discussions, symposia, studies and other like activities.
- The Director General shall prepare / cause to be prepared project proposals for workshops, seminars, symposia, research studies and arrange for their funding support.
- The Director General shall be the disciplinary authority for all employees in the Institute and shall be competent to draw up departmental proceedings against them.
- The Director General shall be responsible for all publications including that of magazines, articles, books, booklet, etc. in the Institute.
- The Director General shall be responsible for getting the examinations conducted in respect of the training courses and for their evaluation.
- All the residuary powers of the Institute shall vest in the person of the Director General.

Secretary :

49 An Officer namely Joint Director / Joint Commissioner (Administration) of the Institute shall be appointed as the Secretary of the Institute by the Board of Governors. He shall function as the ex-officio secretary of the Board of Governors, the Executive Council, and such other committees and sub-committees as may be constituted by the Board of Governors and the Executive Council respectively.

50 The Secretary Shall Be Responsible For :

- The issue of notices of meetings of the Board, the Executive Committee and the Committees of the Board and sub-committees of the Executive Committee
- Maintenance of the records of the meetings and their circulation to members
- Maintenance of the register of the Roll of members of the Society and
- Performance of such other duties as may be assigned by the Director General of the institute from time to time.

51 The Employees of The Institute

- The Permanent staff.
- The Staff on Deputation from other organizations including the State and the Central Governments, Local Bodies and Public Undertakings constituted under the State and the Central Government, Universities and other Educational institutions under the State or the Central Governments, International Funding Agencies, World Body or their Constituents, other National and International Voluntary Organizations and bodies of repute.
- The Staff on Contract Basis.

52 Recruitment

(a) Employees on deputation shall be taken subject to the following conditions.

- (1) Such Employees shall be selected by the selection Board of the Institute through due process of selection.

- (2) Such Employees shall be paid as per the general terms and conditions of deputation of the State Government.
 - (3) Such Employees can be selected for a term extending to a maximum of five years, subject to renewal.
 - (4) On the completion of five years the employees having outstanding merit may also be given the option of permanent absorption in the service of the Institute.
- (b) The permanent employees of the Institute shall have the following service conditions.
- (1) They shall be absorbed through the process prescribed under Gujarat Civil Service (Classification and Recruitment) General (Rules, 1967 of Government of Gujarat.
 - (2) Such Employees on their absorption shall be entitled to retirement benefits at par with the employees of the State Government.

The following new rule shall be inserted after Rule 52 of Rules of SPIPA appended to Memorandum of Association of SPIPA(52A. Appointment for specific purposes and contractual appointments, etc)

- (a) The Society may appoint persons on contractual basis for specific work / time and projects as and when required. The Director General (D.G.) or a group of officers appointed by him /her can select such persons through public advertisements up to a payment of Rs. 30,000/- per month and the Executive Committee of the Society may appoint him/her for a specific work/time and project. Any payments beyond Rs. 30,000/- per month have the pre sanction of the Chairperson of BoG.
- (b) This rule will be applicable to SPIPA and its associated agencies.
- (c) In case of requirement of a consultant / expert for a specific purpose / work / project, a lump-sum amount can be fixed by the D.G. with prior sanction of the Chairperson of BoG.
- Provided that the amount to be paid to the person(s) engaged in accordance with (a),(b) & (c) will be paid from the funds available with the Institute or the income generated through these projects / specific work. In short, the amount shall not be paid from the grants sanctioned by Government to SPIPA.
- (d) All these appointments need to be put up in the next BoG for information.

53 Provident Fund :

- The employees recruited by Sardar Patel Institute of Public Administration Society shall be governed by the Contributory Provident Fund Rules.

54 Leave :

- The employees shall be entitled to leave as per the "Gujarat Civil Service Leave Rules, 2002 "of Government of Gujarat.

55 Disciplinary Proceedings :

- The provisions of the Gujarat Civil Services (Discipline & Appeal) Rules, 1971 shall apply mutadis mutandis to the permanent employees of the Institute.
- The services of the contract employees can be terminated without assigning any reason at any time by the Institute with the prior approval of the Executive Council.
- The employees on deputation from other organization can be repatriated without assigning any reason with prior approval of the Executive Council.
- On completion of the period of contract/deputation, the evaluation of the employees

shall be put up before the Executive Council which shall decide on his extension.

Guest Faculties:

- 56
- The Director General shall select guest faculties of proven competence and eminence in different fields of studies.
 - The Institute shall categorize the guest faculties as per its requirement and their qualifications and shall empanel them.
 - The Panel of the guest faculties shall be prepared on an annual basis and in respect of persons of exceptional eminence.
 - The Institute shall design a format for evaluation of the guest faculties whereby they shall be evaluated regularly and be acquainted with its results.

Accounts of The Institute :

Sources of Income :

- 57 The Institute shall have the following sources of the Income.
- The Grant in aid amount receivable as provided in the Budget of the State Government.
 - The amount receivable from the Central Government.
 - The amount receivable from different State and Central Government Ministries/Departments for projects, researches, research studies, development works etc.
 - The amount received from different State national and International Funding Agencies.
 - The amount received from different voluntary organizations for execution of projects, research studies etc.
 - The Income earned by the Institute from execution of different projects, workshops, seminars, training programmes, publications and other fund raising schemes.
- 58 The Institute shall submit project proposals before different Ministries, Departments and other organizations, corporations and Institutes of the State and the central Government, State, National and international Funding Agencies, Banks, Local bodies, Universities, etc. with a view to augment the resources of the institute and to reduce the financial burden upon the State Government.
- 59 The Institute can take such other measures not repugnant to its objectives as it deems fit for augmentation of the Institute's resources and for reducing the financial burden upon the State Government.

Creation and Maintenance of Corpus Funds :

- 60
- The Institute shall create and maintain a Corpus Fund in a Nationalized Bank or Post Office with a view to create a stable fund for development and for meeting the deficits in the Institute's Budget.
 - The Institute shall deposit such part of its savings as may be approved by the Executive Council in to the Corpus Fund.

- The Institute may levy a charge on its consultancies / externally aided projects for augmentation of its Corpus Fund.
- The Institute shall only be entitled to draw the interest from the Corpus Fund subject to the approval of the Executive Council and shall not be competent to draw any of the principle amount except with the permission of the Board of Governors.

Maintenance of Bank Accounts :

- 61
- The Institute shall deposit all receipts in accounts to be opened with some Nationalised Bank(s) except where provided otherwise in these rules for the operation of its accounts.
 - The Deputy Director / Joint Director (Accounts) of the Institute shall be competent to open accounts in a National Bank with the prior approval of the Executive Council and shall be responsible for the operation and updating of the same.
 - All payments above Rs. 5000/- (five thousand) shall be made through bank cheque.
 - All payments above Rs. 10,000/- (ten thousand) shall be made through cross accounts cheque.
 - All accounts of the Institute shall be operated jointly by the Deputy/Joint Director (Accounts) and another officer designated by the Executive Council.

Maintenance of Accounts & Audit :

- 62
- The Institute shall have a Deputy Director / Joint Director (Accounts) who shall be responsible for maintenance of accounts in the Institute and for implementation and enforcement of the government financial rules and procedure.
 - At the end of the financial year the Deputy / Joint Director (Accounts) shall prepare statement of annual accounts which shall be placed before the Executive Council along with the audited statement for its approval.
 - The audited annual accounts shall be placed before the annual general meeting of the Board of Governors not later than the month of July of the following year.
 - The Institute shall maintain books, accounts, and other related records in such form and in such manner as may be necessary and prescribed in consultation with the auditors of the Institute and in accordance with the Bye-laws and financial rules framed in this behalf. The accounts of the Institute shall be audited annually by the Auditors appointed for the purpose and the audited Statement of Accounts shall be submitted, along with the annual report, at the Annual General Meeting for the consideration and approval of the Board. After approval of the audit report by the Board, it shall be submitted to Government and issued along with the annual report to members of the Board, Government and other concerned.
 - The audit statement shall be placed before the Executive Council of the Institute within three months of the receipt of the audit of the audit report along with the compliance report and before the Annual General Meeting of the Board of Governors for its approval.

- Where the funding agencies so stipulate that the accounts in respect of amount receipt from them shall be audited by Chartered Accountant, the accounts in respect of that specific amount shall be so audited and the audit report along with compliance report shall be placed before the Executive Council and the Annual General Meeting of the Board of Governors.
- Where the Director General or the Deputy/Joint Director (Accounts) so feels necessary, may request for special audit by the Audit Team of the Accountant-General, Gujarat or of the Finance Department.

Suits By Against The Institute :

- 63 Subject to the provisions of the Act the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

Remuneration To The Members of The Board/Executive Council :

- 64 The Members of the Board of the Governors or the Executive Committee or any Committees of the Board or the Executive Committee may be given remuneration from the Institute for their services as member, as decided by the Board of Governors and they shall be paid such travelling and daily allowance as may be provided in the bye-laws to be made in this behalf for journeys, for attending meetings, or in connection with other business of the Institute.

Others :

- 65 Amendments to the Rules may be made with the prior approval of the State Government, by the Board of Governors at its Annual General meeting or Special Meeting by a simple majority after giving a minimum of ten days' notice of the proposed amendment(s) in writing to the members of the Board.
- 66 The Society shall not transfer or dispose off any immovable property and movable property exceeding rupees Five Lakhs without the prior approval of the State Government.
- 67 The Government shall have the right to issue any general or specific directives on any matters of policy concerning the affairs of the Society, and such directives shall be binding on the Society.
- 68 The Board shall have the power to dissolve, with the prior approval of the State Government, the Society for appropriate reasons. In such an event, the corpus and the management of the Society would vest in the State Government.

List of Members :

- 69 (69) The list of persons who are members within the meaning of section 15 of the Societies Registration Act, 1860 will be maintained in the form of Schedule VI to the Societies Registration Act, 1860.

Change in Name or Objectives :

- 70 If a change is desired in the name or the object of the society or if two or more Societies are to be amalgamated, the procedure laid down in Section 12 or 12A of Societies Registration Act, 1860 will be followed.

Dissolution :

- 71 If the society is to be dissolved, procedure laid down in Sections 13, 14 of the Societies

Registration Act, 1860 will be followed.

72 We, the following members of the Board of Governors hereby certify that the above is a true and correct copy of the Rules framed and adopted by the said Institution.

1.2 Mission and Vision Statement

Mission

We strive to encourage the spirit of public service amongst all stake holders to achieve excellence in governance and the overall goal of serving the citizens to their utmost satisfaction.

Vision

Considering capacity building of human resources as an investment and not an expense, we envisage emerging as a key Centre for Excellence in Governance. Moving from the role of support to that of strategic partner, we see ourselves as catalyst in developing robust and vibrant public organizations.

1.3 Brief History

SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION SPIPA was established by the Government of Gujarat in 1962 as the State Level Administrative Training Institution for training Government functionaries. It became an autonomous body (registered under the Indian Societies Act) in October, 2004.

The Institute was established in 1962, two years after the bifurcation of the former bilingual Bombay State initially for the training of clerical staff. Originally known as Administrative Training School (ATS), it was, later, renamed as Gujarat Institute of Training in Administration (GITA) and then again as Sardar Patel Institute of Public Administration (SPIPA) and was converted to an Institute for the training of Gazetted Officers of certain identified cadres and training of subordinate cadres was assigned to regional centers of SPIPA. Further, until it was converted into an autonomous body; the State Institute of Rural Development functioned as an adjunct of SPIPA. Other than this, a Training Centre for preparing the youth of Gujarat State for the Central Services examinations conducted by the Union Public Service Commission was also started in 1992 and has been continued till date.

Large scale renovations and site improvement have been undertaken since April 2004. In 1985 the Director of the Institute was also designated the State's Commissioner of Training, which arrangement still continues, with his concurrent status as Secretary to Government in the Department of Administrative Reforms and Training. There is a separate set of infrastructure at each Regional Training Center, though of a lesser capacity.

1.4 Organisational Structure

1.4.1. Board of Governors

The Board of Governors comprises 24 members including Senior officials from the State Government and 7 eminent persons.

The composition of the Board of Governors is as follows:

- 1 Chief Secretary to Government - President
- 2 Additional Chief Secretary/Secretary(Personnel) - Member
- 3 Additional Chief Secretary/Principal Secretary/Secretary(A.R.T.D) - Member
- 4 Additional Chief Secretary/Principal Secretary(Finance) - Member
- 5 Additional Chief Secretary/Principal Secretary/Secretary Health & Family Welfare - Member
- 6 Additional Chief Secretary/Principal Secretary, Co-operation - Member
- 7 Additional Chief Secretary/Principal Secretary, Panchayat - Member
- 8 Secretary, Rural Development Department - Member
- 9 Secretary, Road and Building Department - Member
- 10 Director General and Commissioner of Training (Ex-officio) SPIPA - Member
- 11 Director or Representative, IIM Ahmedabad - Member
- 12 Joint Secretary/Deputy Secretary(ARTD) - Member
- 13 Executive Director or Representative, AMA Ahmedabad - Member
- 14 Director or Representative, Gandhi Labour Institute, Ahmedabad - Member
- 15 Vice Chancellor, Gujarat University - Member
- 16 Director or Representative, Sardar Patel Institute of Social and Economic Research, Ahmedabad - Member
- 17 Financial Adviser (Finance Department) - Member
- 18 Additional Commissioner -SPIPA - Member Secretary

Eminent Persons:

- 1 Shri. V.R.S. Cowlagi, IAS (Retd.)
- 2 Shri. Ravindra Madhav Sathe
- 3 Shri Manoj Soni. Ex. V.C. M.S.University
- 4 Shri Ravichandran – Faculty IIM
- 5 Smt. Krishna Shastri Dean SID – CEPT University
- 6 Shri Vishal Sharma
- 7 Shri J.P.Mahapatra IPS. (Retd.)

1.4.2.Executive Committee

(1)	Director General, SPIPA	Chair Person
(2)	Deputy Secretary, ARTD, GAD	Member
(3)	Directors, Accounts & Treasury	Member
(4)	Deputy Director (Accounts), SPIPA	Member
(5)	Director, Gujarat Institute of Disaster Management	Member
(6)	Member from NGO.	Member
(7)	Joint Director, SPIPA	Member Secretary

1.4.3. Core Team**The Core Team of SPIPA consists of the following :**

- Director General and Commissioner (Training)
- Deputy Director General and Additional Commissioner
- Joint Director (Study)
- Knowledge Manager (Center fo Good Governance)
- Management Consultant
- Deputy Director (Exam)
- Deputy Director (Planning)
- Deputy Director (Accounts)
- Deputy Director (Computer)
- Deputy Director (Revenue)

The core team specializes in fields like public administration, law and order, planning and statistics, taxation, accounts, budgeting, communication, disaster management etc.

1.5 Addresses of Class I & II Officers of Spipa Head Quarters

Sr. No.	Name & Designation	Address	Residence Ph.No./ Mobile No.
1	Shri Dhananjay Dwivedi, IAS I/C Director General	kh-41, sector-9 , Gandhinagar	9978407179 (M)
2	Shri K.M.Bhimajiyani, IAS Deputy Director General	B-502, Kanam Residency, opp. Shivalay Parisar, Kudasan, Gandhinagar	9978440350(M)
3	Smt Ruta S. Bhatt Knowledge Manager	26,27,28/1 Vallabhacharya Society, Jivarajpark, Ahmedabad -380 051	9978405208 (M)
4	Smt Ruta S. Bhatt I/C Deputy Director(Computer)	26,27,28/1 Vallabhacharya Society, Jivarajpark, Ahmedabad -380 051	9978405208 (M)
5	Smt. Shabana M. kureshi Joint Director (Study) & Infrastructure Additional charge	10, Shamiyana society opp. Al-Faruk Society, Juhapura, Vejalpur Road, Ahmedabad -380055	9978445399(M)
6	Shri D.S.Sharma Deputy Director(Revenue)	D-1/5, HiraKunj Flats, Ghatlodiya, Ahmadabad -380 061	9428418027 (M)
7	Shri D.S.Sharma I/C Management Consultant	D-1/5, HiraKunj Flats, Ghatlodiya, Ahmadabad -380 061	9428418027 (M)
8	Shri D.S.Sharma I/C Deputy Director (Planning)	D-1/5, HiraKunj Flats, Ghatlodiya, Ahmadabad -380 061	9428418027 (M)
9	Shri C.B.Parmar Deputy Director (Exam)	Block No. 144/7 , 'Ch' Type, Sector-17, Gandhinagar	8128923651 (M)
10	Shri Ajay Patel	D-2, Shivadhara Appartments, shilaj Road, Thaltej,	9978407831(M)

	Deputy Director(Account)	Ahmadabad -380 059	
11	Shri H.B.Gor Executive Officer	A-302, Jaytirtha Avane, Preranatirth Derasar Road, Jodhapur, satellite Ahmedabad-380 015	9978405469(M)
12	Shri H.B.Gor I/C. Office Superintendent	A-302, Jaytirtha Avane, Preranatirth Derasar Road, Jodhapur, satellite Ahmedabad-380 015	9978405469(M)
13	Smt. Trupti Shah Registrar	59, Prerna tirth Bungalows, jodhpur, satellite, Ahmedabad	9978908158(M)
14	Smt. Trupti Shah I/C. Section Officer(Exam)	59, Prerna tirth Bungalows, jodhpur, satellite, Ahmedabad	9978908158(M)
15	Smt. Paulomi shah Section Officer(study)	F-101, Sajan Apartment, Near. Vishal Tower, Satellite, Ahmedabad	7600048721(M)
16	Smt. Paulomi shah I/C. Rector	F-101, Sajan Apartment, Near. Vishal Tower, Satellite, Ahmedabad	7600048721(M)
17	Shri Jignesh T Patel I/C. Internal Audit Officer	A/304, Dev Residency, Nr. Vande Mataram Icon Apartment, Vande Mataram Cross Road, Gota	9979292939; 9898146874(M)
18	Ku. Jyoti Gohel Research officer	A-17, Simandhar metro Gota, Ahmedabad -382481	6352992552 (M)
19	Ku. Jyoti Gohel I/C. Librarian	A-17, Simandhar metro Gota, Ahmedabad -382481	6352992552 (M)
20	Ku. Arti Upadhyay, I/C P.S to Director General	5, Samta row houses, Jodhpur char Rasta , Satellite Road, Ahmedabad	99784 41518(M)

1.6 OFFICE TIMINGS AT HEAD QUARTERS & REGIONAL TRAINING CENTRES

- **9.30 AM TO 5.10 PM Recess Time 12.30 to 13.00**
- **Closed on 2nd & 4th Saturday & All Sundays**
- **Closed on Public Holidays as declared by the Government of Gujarat.**

1.7 Institute Schedule for Training Programs

Sr. No.	TITLE	TIME
(1)	SESSION ONE (INCLUDING FIRST 15 MINUTES OF REGISTRATION) (FOR FIRST DAY ONLY)	09:30 AM to 10:45 AM
(2)	TEA BREAK	10:45 AM to 11:00 AM
(3)	SESSION TWO	11:00 AM to 12:15 PM
(4)	LUNCH BREAK	12:15 AM to 13:15 PM
(5)	SESSION THREE	13:15 PM to 14:30 PM
(6)	TFA BRFAK	14:30 PM to 14:45

		PM
(7)	SESSION FOUR	14:45 PM to 16:00 PM
(8)	SESSION FIVE	16:00 PM to 17:00 PM

Note: Tea and Lunch facilities provided by S.P.I.P.A.

First Day Registration time is 09.30 to 09.45

- As a general practice all working sessions are 75 minutes each. Faculty is encouraged to devote 40-50 minutes of lecture-based sessions to lecture and the rest of the session to participant interaction or any other required group activity.

1.8 LIST OF SERVICES PROVIDED

1.8.1 Infrastructure

Spread across 8 acres of land the Institute building is fully equipped with

- An air conditioned auditorium with a seating capacity of 250 persons
- Air conditioned seminar halls with capacity of 25-70 persons and equipped with computers, LCD projectors etc.
- Examination halls
- Comfortable hostel equipped with 84 double bed accommodation
- 4 air conditioned VIP hostel blocks
- Rich library (37759 books and reports, Video films, CDs etc.)
- Qualified faculty committed to the cause of HRD
- Innovative training techniques and methods, i.e. beyond chalk and talk

Learning is finding out what you already know

Doing is demonstrating what you already know

Teaching and training is reminding others that they know just as well as you...

We are all learners, doers, teachers, trainers.

1.8.2 Activities/Functions

- Executive Development Programmes (2-3 days each) which are designed to be need based with useful, relevant and concurrent content for target group participants
- Qualitative foundation training to State Government employees on first appointment
- Seminars, conferences, discussions, symposia, workshops etc.
- Conducting departmental examination.
- Publications
- Center for Good Governance,
- Civil Services Examination Training Center

1.8.3 Tools used for conducting its activities

The Institute uses the latest relevant innovative tools for conducting its activities.

- Transparencies, power point or multimedia
- Every seminar hall is equipped with OHP, LCD and computer
- Role-play, ice breaking exercises, quiz, management games, group discussions and case studies form an integral part of all training programmes
- Rich reference material available in the form of books, booklets, etc.

- Audio visual aids like CDs.
- Internet and relevant websites are also used for teaching
- Field visits, etc.

1.8.4 Publications

- Gyandip - in-house magazine published once every two months gives an insight into the activities undertaken at SPIPA and other Training Institutes of the State.
- Nirnay -The bi-annual flagship journal of the Institute consists of articles from academicians, practitioners and other experts in their fields on selected themes. It is a priced publication, priced at Rs 50/

1.8.5 Areas of Training

- Foundation
- Civil Services Examination Training Center
- Central Government Recruitment (Class-1 & 2) Training Center
- Public Administration
- Financial Management
- Change Management
- Natural Disaster Management
- Computer Training
 - Project Management
 - CCC+
 - Computer Security Awareness
 - Data Management
 - M-Governance
 - Advanced Computer Studies for Office Use
- Information Department and Mass Communication tools
- V-Governance
- And other Tailor-Made/Customised Training Programmes
- **Foundation Courses**
Foundation Courses for Directly Recruited Officers of Indian Administrative Service Trainees borne on Gujarat Cadre, Gujarat Administrative Services, Mamlatdars, Pre-service Qualifying Examinations for Gazetted officers etc.
- **Civil Services Examination Training Center**
Aspiring eligible students from all over Gujarat are imparted free of cost coaching and training to take up the Civil Services Examination conducted by the Union Public Service Commission.
- **Central Government Recruitment (Class-1 & 2) Training Center**
Objective of the programme is to train the youth of Gujarat for who aspire to **Central Government Service (Class 1-2)**.
- **Public Administration**
People centered public administration is the need of the day. The following extremely useful courses have been designed by SPIPA:
 - Administrative Laws
 - Citizen's Charter
 - Combating Corruption
 - Decentralised Planning
 - Departmental Inquiry
 - Gender Sensitization
 - Women in Development

- Domestic Violence, Women & State
- Ethics in Public Service.
- Human Rights: Protection and Promotion
- Women and Human Rights
- Law & Order
- Public Relations
- Record Management
- How to Prepare Case Studies
- Right to Information Act 2005

‣ **Financial Management**

Finance being a significant part of government administration, the following courses have been designed to bring about competence amongst the concerned personnel:

- Budgeting and Accounting Procedures
- Contracting
- Government Purchase and Stores
- Management of Government Finance and Audit
- Pension and Pensionary Benefits
- Roles and Functions of Drawing and Disbursing Officer
- Economic Reforms

‣ **Change Management**

Coping with change requires capacity building. SPIPA prepares the ground by offering training programmes in:

- Community Involvement and Education
- Effective Meetings
- Globalisation, WTO and New Trade Regime
- Human Development
- Leadership
- Participatory Administration
- Personal Development
- Project Management
- Reform Initiatives in Administration
- Stress Management
- Total Quality Management
- Towards Transparent and Responsive Public Administration
- Public Private Partnerships
- Sustainable Development

‣ **Natural Disaster Management**

Effective Natural Disaster Management not only reduces human and material resources losses but also facilitates rescue, relief and rehabilitation processes. SPIPA conducts following NDM courses:

- Chemical Disasters: Issues and Safety Measures
- Community Based Disaster Management Programme
- Cyclone Preparedness & Risk Management
- Disaster Management Planning
- Disaster Management -Health Issues
- Disaster Management-Technical Issues
- Flood Management
- Increasing Community Awareness
- Media Management in Emergency Rehabilitation and Reconstruction Rescue and Emergency Operations

- Earthquake Management
- Role of Panchayat and NGOs in Disaster Management
- Incident Command System for Disaster Management

‣ **Computer Training**

To improve the computer related skills of the officials with the latest in the field of ICT, the following programmes are run by SPIPA:

- Computer Aided Power Point
- Microsoft Office
- E-Governance
- GSWAN, Internet
- Windows
- Project Management Using Microsoft Project
- TBIL Converter
- Indic for Gujarati Typing
- CCC+

‣ **Information**

Communication plays a significant role in any sector. Special courses to take care of this aspect have been developed

- Art of Interview and Public Speaking
- Art of Translation
- Art of Article Writing
- English Press Note
- Feedback Mechanism
- Information Highways: Internet and E-mail
- Legal Matters Regarding Media
- Self Development
- Stress Management: Media
- Time Management
- Video Production and Script writing