

## Part-IV Under Section 4(1)(b) (iv) of RTI Act-2005.

### Norms Set for Discharge of Functions

#### 4.1 Time Norms

#### 4.2 Quality Norms

#### 4.3 Quantity Norms

#### 4.1 Time Norms

SPIPA conducts a number of Executive Development Programmes, Pre-service Trainings, Foundation Trainings, IAS coaching, RTI Training Programmes, Training for officer trainees of IAS etc. The calendar for the year 2019-2020 with the dates of the various courses is available on SPIPA's website i.e [www.spipa.gujarat.gov.in](http://www.spipa.gujarat.gov.in)

#### 4.2 Quality Norms

**A.** After attaining autonomy on 1-10-2004, SPIPA has begun to conduct customized training programmes for various departments of the State Government, Boards and Corporations. In the past most training programmes have focussed only on individual employee levels. Today it is felt that the training must focus not only on department level but also organization level to enable leaders and managers of organizations to bring about rapid adaptation to changes occurring in the surrounding environment. With this background, SPIPA has embarked upon designing customized training programmes for individual departments of Government as well as for a combination of departments. The training needs analysis is jointly done by the department concerned and the representatives of SPIPA. On this basis, joint decisions are taken as to how to address these needs. Given the wide range of organizational capabilities and the wide range of departmental needs, the training programme is tailor made after each such exercise of need analysis. SPIPA offers customized training programmes under all the categories, that is, change management, public administration, financial management, disaster management, computers etc.

The customized training programmes have become a benchmark of quality for the training programmes of SPIPA.

**B.** There is a set feed back and evaluation system for all training programmes / courses conducted by SPIPA and its six Regional Training Centres. This system includes taking feedback on course content, usefulness, infrastructure, resource persons and overall evaluation of the course. Efforts are made to incorporate all feed back received in conducting future programmes. Feed back below 80% for resource person's effectiveness is taken very seriously and efforts are made to ensure higher feed back in the next programmes.

**C.** The Class-I and Class-II officers of SPIPA are allotted training programmes where they function as Course Directors. As a matter of internal policy, it has been decided that Course Directors should be trained as trainers and also attend various national and international level training programmes, seminars and conferences.

#### 4.3 Quantity Norms 2018-19

Sr.No.	Course Director	No of Courses Conducted					Total No of Participants	Total No. of Mandays
		EDP	GOI	Customized	Others	Total		
1	Deputy Director (Account)	0	1	0	32	33	1649	23608
2	Deputy Director (Planning)	0	1	0	38	39	765	1223
3	Deputy Director (Revenue)	1	0	0	19	20	1063	16443
4	Knowledge Manager	0	0	7	1	8	381	613
5	Management Consultant	14	7	0	0	21	389	1176
6	Deputy Director (Computer)	13	0	0	6	19	352	4224
7	Librarian	2	1	0	0	3	89	267
8	Joint Director (STUDY)	0	0	0	10	10	2622	45918
	<b>Total-</b>	<b>30</b>	<b>10</b>	<b>7</b>	<b>106</b>	<b>153</b>	<b>7310</b>	<b>93472</b>
<b>Target (Mandays) - 79330</b>								
<b>Achievement (Mandays) - 93472</b>								
<b>Achievement (%) - 117.83 %</b>								

