



GIPARD

Goa Institute of Public Administration
& Rural Development

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SDU I Rural Development Sector



1. **Training Programme on Annual Action Plan & Business Development Plan for Model Cluster Level Federation** was held from **4th to 7th October, 2023** at Collectorate South, Margao. The aim of the programme was to enable participants to develop prepare Annual Action Plan & Business Development Plan for their Cluster

Level Federation. Different type of training methods was used during this training such as lecture method, group exercises, group discussion, etc. National Resource Persons, **Smt. Shilpi Agarwal** from Uttar Pradesh & **Shri. Sachin Bhagat** from Maharashtra was invited to deliver sessions. **Total 38 participants** attended the training programme.

2. Two Batches of **Training Programme on VPRP under NRLM** were held from **25th to 27th October, 2023** in Margao & from **28th to 30th October, 2023** at GIPARD, Ella Farm Old Goa. The aim of the programme was to enable participants to develop skill of preparing Village Poverty Reduction Plan. **Smt. Maya Sridharan & Smt. Bindu from Kudumbashree** were invited to deliver sessions. Various training methods such as group discussion, lecture methods, exercise and PRA tools were used during training programme. **Total 122 participants** attended the training programme.



3. Four batches of **Training Programme on Online Marketing under NRLM** were on **26th October, 2023** at Margao & **28th October, 2023** at Socorro V.P., Bardez Block for identified SHG members. The aim of the programme was enabling participants to promote their business online using market Mirchi app. Lecture method & hands on training method were used to deliver sessions. **Smt. Pragati Gokhale**, Founder of Marketmirchi & also National Resource Person was invited to provide training. **Total 214 participants** attended the training programme.



4. GIPARD in collaboration with NIRDPR - Hyderabad organised **Training for SHG-VRP's on Social Audit of MGNREGS** from **30th October to 3rd November, 2023** at Collectorate South, Margao. The aim of the programme was to train Village Resource Person to conduct social audit of MGNREGS at Panchayat Level.

Different type of training methods was used during this training such as

lecture method, group exercises, group discussion, surveys, field visits etc. **Total 31 participants** attended the training programme.

SDU II Women's Development Sector

1. Two batches of a one day Workshop on **Sevottam and The Goa (Right of Citizens to Time Bound Delivery of Services) Act, 2013** was held on **19th and 20th October, 2023** at GIPARD, Ella Farm, Old Goa. The aim of the programme was to identify the need for excellence in Public Service Delivery and to create awareness among the participants for providing timely services to the citizens. **A total of 51 participants** attended the workshops from the selected Government Departments.



SDU III Public Administration Sector

1. **Goa Institute of Public Administration and Rural Development (GIPARD) in association with V.M. Salgaonkar College of Law** has conducted a programme under Project POSH - **A comprehensive Training Programme on the law relating to Prevention of Sexual Harassment of Women at workplace** for Higher Secondary Schools. **The Programme was held on 3rd October, 2023.** The total no of participants was 225. The programme covered different provisions of the Act, as well as the composition and role of the Internal Complaints Committee.



2. DoPT, Govt. of India sponsored Training Programme on **Public Procurement Process, GeM, PFMS & GST** was held from **04th to 06th October, 2023** (for a duration of 03 days) at GIPARD. **24 participants** which included Asst. Directors, Asst. Labour Commissioner, Asst. Administrative Officer's, Jr.

Programmer, Head Clerks, Accountants, Field Assistant, UDCs & LDCs under the Department of Information Technology, Electronics and Communications, Govt. of Goa, benefited from the said training. The objective of this training programme was to enhance competencies of the participants in matters concerning Public Procurement, GeM, PFMS & GST. **Sh. Rahul Agarwal**, Visiting Faculty, Institute of Secretariat Training & Management, New Delhi was the Master Trainer for the said training programme. Various classroom exercises and activities enabled the participants with wholistic subject knowledge. The training programme ended with a Valedictory session wherein **Dr. Suresh Shanbhogue**, Director (Training) GIPARD appreciated the participants for their enthusiastic participation and stressed on the need to be equipped with updated subject knowledge and skills.

3. **12 days Induction Training Programme for the newly recruited LDCs /**



Jr. Stenographers under the Directorate of Higher Education, Govt. of Goa was held from **5th to 18th October, 2023** at GIPARD. This training programme aimed at empowering the participants with subject knowledge and understanding on topics covered under the broad themes of Office Procedure as per Manual of Office

Procedure (2021), Administrative & Accounts matters, Service matters, Computers, Law and other Soft Skills. **41 LDCs & 09 Jr. Stenographers** benefited from this training programme. Subject experts were invited as resource persons to deliver sessions on various aspects like Conduct Rules, FRSR, Noting & Drafting, RTI, etc. the participants job profile. Apart from the classroom sessions, the participants visited the Goa Waste Management Corporation at Saligao with an objective to understand the significance of waste segregation especially at workplace. Different assignments and continuous classroom evaluation was undertaken to understand the effectivity of the training. A valedictory session was held at the end of the training programme wherein **Dr. Suresh Shanbhogue**, Director (Training) GIPARD & **Ms. Avelina D'sa E Pereira**, Under Secretary (Higher Education) motivated the participants to work dedicatedly and enjoy every task assigned. They also insisted on the need to be upgraded and hone up the skills. All the participants were awarded a certificate of completion at the end of the training.

4. Induction Training Programme for Newly Recruited Block Development Officers (BDOs) was organized from **25th September, 2023 to 12th October, 2023** at GIPARD. **Total 09 participants** attended the above cited training programme. The aim of the training sessions was to comprehend the trainees on organizational



structure, Acts, Rules & Regulations, Administrative matters, etc which are governing the Government Departments and their functioning. The training course intends to acquaint the trainees on developing generic and domain specific areas to discharge their duties efficiently and effectively. The sessions during the training programme was delivered by various Officials of State Government Department, State Resource Persons and Officials of GIPARD. The Valediction of the Training Programme was held on **12th October, 2023** in presence of **Director Training, Assistant Director and Course Director** of the said training programme. Apart from various technical sessions the BDO trainees were engaged with classroom activities, individual assignments, exposure visits, group work; the assessment of the trainees performance was also conducted as per the syllabus designed for the training programme.



5. A 03 days DoPT, Govt. of India sponsored Training Programme on Administrative & Accounts Matters was held from **26th to 28th October, 2023** at GIPARD. **31 LDCs** under the Directorate of Agriculture benefited from this training programme. The objective of this training programme was to enhance the subject knowledge and skills concerning administrative and financial matters. Subject experts were invited to deliver sessions on various topics concerning administrative & accounts matters like Recruitment Process, Fundamental Rules & Supplementary Rules, Leave Rules, Service Books, General Financial Rules, 2017, RTI Act, 2005, CCS (Conduct) Rules, 1964, forms of Communications, Noting & Drafting, etc. enabled the participants with wholistic subject knowledge. Classroom activities enhanced the training experience of the participants. Training ended with a valedictory session wherein certificates of completion were awarded to the trainees.



6. In-Service Training programme for the Staff of the Department of Archives, Govt. of Goa was held on **28th & 29th October, 2023** for a duration of 02 days at GIPARD. **55 participants** (MTS, Binders, Sorters



and Watchmen) attended the said training. This training module was designed keeping in view the special requirements of the Department and the participating staff. This training programme aimed at empowering the participants with knowledge, understanding and skills on various topics concerning their job profile.

Subject experts were invited as resource persons to deliver sessions. A short valedictory session was held at the end of the training programme.

Other Activities:

(a) **Course on CERD:** Training session under Certificate Course on Community Engagement & Rural Development was held on **16th October, 2023**. **12 students** attended the said training session.



(b) Certificate distribution of Immersion Study under NRLM was organised on **19th October, 2023** at GIPARD, Old Goa for those who successfully completed on formation of SHG at Immersion site. The participants shared their experiences and learnings during the course of their training. **Dr. Suresh Shanbhogue**, Director (Training) – GIPARD, handed over the certificates to the participants in the presence of **Dr. Seema Fernandes**, Assistant Director –GIPARD. **Total 30 participants** attended the training programme.



(c) **A lecture on Digital Personal Data Protection Act, by Dr. Sairam Bhat**, Professor of Law, National Law School of India, University of Bangalore was organized by GIPARD on **20th October, 2023** for the Junior Scale Officers of Goa Civil Service. The session was live streamed for the benefit of larger audience. Around **250 views** were

received for the lecture.

(d) **Celebration of Right to Information Day on 12th October, 2023.** GIPARD celebrated the RTI day wherein the trainees at the Institute conducted activities viz Quiz Competition, Awareness Songs and Informative Skits.

(e) The Goa State Information Commission in association with GIPARD organized **College Level Poster cum Slogan writing competition in commemoration of the RTI Day, 2023** was organized by GIPARD on **9th October, 2023**. **48 students** from different colleges participated in the competition.



Snap Shot of the total trainings for the month of October, 2023

Sr. No	Sector	No. of Programmes	No. of Participants
A	Panchayati Raj / Urban Development	-	-
B.	Rural Development	09	435
C.	Womens Development & Disaster Management	02	51
D.	Public Administration / Demand Based programmes	07	260
Total		18	746

Upcoming programmes for the month of November, 2023

Sr. No	Name of the Training Programme	Date	Course Director
1.	Ongoing Departmental Training Programme for Junior Scale Officers of Goa Civil Service (Direct Recruits)	22nd August to 24th November, 2023	Dr. Seema Fernandes
2.	DoPT, Gol sponsored Training Programme on Administration & Pension Matters	01st to 03rd November, 2023	Ms. Hegel Da Costa
3.	Hands-on Training Programme on Public Financial Management System & eGram Swaraj Application- Sanguem & Mormugao blocks	2nd & 3rd November, 2023	Ms. Ashwini Acharya
4.	Demonstration on Preparation of Kojagiri CLF – Vision Document	4th & 5th November, 2023	Ms. Sarita Patil
5.	Training Programme on AAP & BDP of MCLF	6th to 9th November, 2023	Ms. Sarita Patil
6.	Hands-on Training Programme on Public Financial Management System & eGram Swaraj Application	8th & 9th November, 2023	Ms. Ashwini Acharya
7.	MIS through various digital portals & platforms on Thematic GPDP for Panchayat Officials & VDC Convenors	10th November, 2023	Ms. Ashwini Acharya
8.	DoPT, Gol sponsored Workshop on Project Management	15th to 17th November, 2023	Ms. Hegel Da Costa
9.	Training on Gender Integration Programme & Institutional Mechanism at Navelim V.P., Salcete Block	20th to 22nd November, 2023	Ms. Sarita Patil
10.	Training on Financial Management of CLF at Shioda V.P., Ponda Block.	20th & 22nd November, 2023	Ms. Sarita Patil
11.	Hands-on Training Programme on Public Financial Management System & eGram Swaraj Application- Salcete block	21st -22nd November, 2023	Ms. Ashwini Acharya
12.	21st -22nd November, 2023	21st to 23rd November, 2023	Ms. Arlette Mascarenhas
13.	DoPT, Gol sponsored Training Programme on Reservation in Services	23rd to 25th November, 2023	Ms. Hegel Da Costa
14.	Training on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (for the members of Electricity Department at Lecture Hall, GIPARD, Ella Farm, Old Goa Batch - I	22nd November, 2023	Ms. Arlette Mascarenhas
15.	Training on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (for the members of Electricity Department at Lecture Hall, GIPARD, Ella Farm, Old Goa Batch - II	23rd November, 2023	Ms. Arlette Mascarenhas

16.	Training on Gender Integration Programme & Institutional Mechanism at Socorro V.P., Bardez Block	23rd to 25th November, 2023	Ms. Sarita Patil
17.	Training on Financial Management of CLF at Stristhal V.P., Canacona Block.	23rd & 25th November, 2023	Ms. Sarita Patil
18.	Training Programme for Lead Agency Staff (Transport Dept.)	24th and 25th November, 2023.	Ms. Arlette Mascarenhas
19.	Visioning 1 & 2 of New CLF, from at Mandrem V.P., Pernem Block	27th to 29th November, 2023	Ms. Sarita Patil
20.	DoPT, Gol sponsored Training Programme on Noting & Drafting	27th to 29th November, 2023	Ms. Hegel Da Costa
21.	Participatory Planning of GPDP/DPDP for Panchayats	28th November, 2023	Ms. Ashwini Acharya
22.	Office Etiquette and Behaviour	28th to 30th November, 2023	Ms. Arlette Mascarenhas
23.	Training Programme on Administrative Matters	28th to 30th November, 2023	Ms. Hegel Da Costa
24.	Maintenance of Books & Registers of VO at GIPARD	29th November to 1st December, 2023	Ms. Sarita Patil
25.	DoPT, Gol Sponsored Training Programme on Conflict Resolution at Workplace	28th to 30th November, 2023	Ms. Hegel Da Costa

