



# State Institute for Urban Development

## Perspective Plan 2013-18



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## **PROPOSED STRUCTURE/ FORMAT OF PERSPECTIVE PLAN (PP)**

### **1. INTRODUCTION/ CONTEXT**

The State Institute for Urban Development (SIUD), Mysore is an urban sector Training Institute, established under Societies Act during 1999 in ATI Campus Mysore.

The institute is a registered society headed by the Director General, ATI who is a senior IAS officer in the Rank of Principal Secretary to the Government and supported by full time Director.

The Institute is located in the Administrative Training Institute (ATI), Mysore and utilizes Library, Computer Lab and ATI Faculty for its activities.

- SIUD has 8 Qualified Faculty,
- One Consultant and one Research Assistant
- Qualified Professionals' from Academic Institutions
- Networking with various Institutions to get experts in various disciplines
- SIUD Works in Synergy with ATI, Mysore

The SIUD has a Governing Body and a Governing Council (Executive Committee).

The Administrative Block & Hostel with state of art classrooms was built under the 12<sup>th</sup> Finance Commission Grant sanctioned to ATI.

The UDD, Government of Karnataka and KUIDFC also contributed for the creation of infrastructure.

Today SIUD has an excellent facility having 104 Hostel Rooms, 02 Classrooms, 02 Seminar halls, 200 members capacity dining hall with well equipped Board Room and Administrative Block at an estimated cost of ₹ 20 crores.

#### **1.1 STATE TRAINING POLICY**

Annexure 3 of STP mandates that SIUD is exclusively established to cater the training and capacity building activities to the functionaries who are working in the urban development department.

## 1.2 VISION AND MISSION

### Vision:

- Ensuring good urban governance through capacity building and research

### Mission:

- To build capacity of all stakeholders in urban local bodies
- Suggest methodologies through action research and documentation of best practices
- Enhancing capacity of all urban functionaries and Elected Representatives for improving the quality of urban Governance
- Upgrading the skills of urban functionaries
- Bringing attitudinal changes at all levels through training and capacity building programmes
- Empower the employees for better participation and make them to be duty conscious at every level of the Governance.
- Empowerment through training and capacity building enabling the governance mechanism to become agent of change.

The SIUD has been constantly working towards achieving its vision and mission by preparing perspective plan and implementation plan for five years. Initial two years will be devoted to internal institutional development and sensitization of urban stakeholders on training and development as per STP.

The Urban Planning and Transport Cell created in SIUD has been actively involved in training and research to achieve the vision of Urban mobility plan and implementation in Karnataka. The centre has been involved in formulation of policy, plans, training and research on urban planning and transport. It will strive relentlessly towards making urban cities more liveable and congestion free cities.

## 1.3 PRESENT STATUS

The Institute is conducting various training programs, organising workshops and seminars related to urban sector. The Institute is networking with DMA, DTCP, DULT, KUWS&DB, KUIDFC and UDA's.

SIUD has trained 46986 personnel since its inception and in the year 2012-13 has conducted 103 programmes covering 3040 urban functionaries.

## **Capacity Building Programmes**

- World Bank sponsored training programmes through KUIDFC under KMRP
- DMA sponsored training programmes
- Training programmes under BRGF (GOI)
- Jn-NURM Capacity Buildings programmes sponsored by MoUD
- Sponsored Programmes from other States.
- Sponsored Programmes from Town & Country Planning department.
- Action Research Activities from HSMI -HUDCO

## **2. NEED/ REQUIREMENT OF PREPARING PP**

In the fast changing political, social, economical & technological developments, and the requirement of being in dynamic alignment with changing priorities, the Perspective plan will be an outcome of Strategic Planning Process. The Perspective Plan facilitates strategic direction & dynamic alignment by balancing & prioritising between a number of simultaneously running action-programmes which interrelated & interdependent. The Perspective Plan will provide for balancing between maintenance and growth, specifically the following :

- a) Sustenance & Change
- b) Capacity –Building & Capability Building
- c) Cadre/Career Based Training & Performance Based Training
- d) Job related skills & Human Skills
- e) Current/ Present Training Needs & Future Training Needs
- f) In-campus Training & Departmental/ Decentralised Training
- g) HRD & Training
- h) Training Trainees & Training Trainers
- i) Reactive Training & Reform Based Training
- j) Face-to face Training & Distance Learning
- k) Project Based training & Calendar Based Training
- l) Interface Development & Net Working
- m) Senior Level Functionaries & Cutting edge level functionaries
- n) Training Implementation & Pre/Post Training Issues
- o) Delivery of Training & Other Components of SAT Cycle

## 2.1 SWOT ANALYSIS:

STRENGTH	WEAKNESSES
➤ Good infrastructure such as well equipped computer labs, administrative block, hostels, class rooms	➤ Lack of follow up on recommendations and action to be taken
➤ Qualified and expert faculty members	➤ Competency mapping of ULB employees not undertaken (Overcoming of the weaknesses is explained in Para 5.1)
➤ Faculty are recognised trainers (RT) at National Level	➤ Seminars, workshops recommendations not properly documented (Overcoming of the weaknesses is explained in Para 5.1)
➤ Availability of pool of consultants and resource persons	➤ Due to regional differences there is mismatch between needs and field functions
➤ Headed by senior and experienced officers from Government	➤ Lack of domain specific experts (Overcoming of the weaknesses is explained in Para 5.1)
➤ Action research, documentation and publication undertaken	
➤ Standardised training programs with modular design, reading materials, e-learning, e-lectures, short films	
➤ Innovation workshops and best practice workshops in collaboration	
➤ Working in synergy with ATI, SIRD and DTI	
OPPORTUNITIES	THREATS
➤ Support from Apex Training Institute - ATI	➤ Non deployment of trainees due to pressing demands at the local level
➤ Sponsored programs from GoI as well as International agencies	➤ Training Manager not yet appointed by Urban Development Dept.
➤ Good support from urban agencies such as KUIDFC, DMA	➤ Recruitment policy and Postings for suitable positions
➤ Focus on urban issues at national and state level	➤ Repetition of trainees due to limited cadre in Urban Sector
➤ Project and scheme based trainings	

## **2.2 EXPECTATIONS FROM GOVERNMENT/ CLIENT DEPARTMENT AND OTHER STAKEHOLDERS**

- Document the training process, online Training Management Information System (TMIS). Details given in **Annexure- I & II** (Template for documentation of the Training Process and Training Management Information System)
- Hand holding support to field functionaries to prepare action plan by giving hands on training in soft skills, taking them to field visits to show the best practices and narrate the experiences about the process which they have followed. This would be the integral part of each session, so that the participants will learn physical and also interact with the people who have shown exemplary models in their work sphere.
- Impact of the training in the work place
- Monitor the best practices implementation and disseminate to ULBs. Details given in **Annexure-III**.
- Innovations in the service areas are to be spread across the ULBs would be taught with live examples of success stories, innovations shown by the urban specialists across the state. The innovative methods would be captured and circulated to the participants and allow them to pick up the issues addressed by the functionaries to achieve
- Manage the HRMS data base on training and capacity building activities undertaken to urban functionaries.
- Periodical updating of curriculum based on the training needs, feedback from participants & from HoD/TM.

## **2.3 STRUCTURING TRANSFORMATION PROCESS FROM TRAINING INSTITUTE TO A CENTRE OF EXCELLENCE**

- SIUD is continuously striving hard in enhancing its role towards becoming centre of excellence
- In this regard SIUD is continuously upgrading the in-house capacity by exposing the Faculty to various training programmes conducted by reputed National and International Training Institutes.
- Domain expert specialists are being invited to deliver lectures
- Tracking on the innovations or best practices which are experimented across ULBs
- Networking with the various institutes in the area of urban training and capacity building activities both within the country and abroad. Details are furnished below;



<b>Sl. No.</b>	<b>Institutes</b>	<b>Area</b>	<b>Duration</b>	<b>MoU</b>
01	IIHS – Indian Institute for Human Settlements, Bangalore	<ul style="list-style-type: none"> <li>➤ Affordable Housing</li> <li>➤ GIS</li> <li>➤ Seminars on Affordable Housing</li> </ul>	<b>2013 to 2015</b>	Entered in May 2013
02	AIILSG – All India institute for Local Self Government, Pune	<ul style="list-style-type: none"> <li>➤ City Sanitation Plan</li> <li>➤ Water Audit and Water Conservation</li> </ul>	<b>2013-14</b>	Entered in May 2013
03	AIILSG – All India institute for Local Self Government, Belgaum	<ul style="list-style-type: none"> <li>➤ ERPs Training</li> </ul>	<b>2013-14</b>	Entered in May 2013
04	CASHUE TEC- Raichur	<ul style="list-style-type: none"> <li>➤ Mason Training</li> </ul>	<b>2012-14</b>	Entered in August 2012
<b>Sl. No.</b>	<b>Institutes</b>	<b>Area</b>	<b>Duration</b>	<b>MoU</b>
05	CEPT – Centre for Environment, Planning & Technology University, Ahmedabad	<ul style="list-style-type: none"> <li>➤ Orientation Training for Town Planners</li> </ul>	<b>2012-2014</b>	Entered in Sept. 2012
06	IDeCK - Infrastructure Development Corporation ( Karnataka ) Limited	<ul style="list-style-type: none"> <li>➤ Public Private Partnership</li> </ul>	<b>2012-2014</b>	Entered in August 2012
07	ADB New Delhi	<ul style="list-style-type: none"> <li>➤ FIDIC Contract Management</li> <li>➤ Project Management</li> <li>➤ ADB procurement</li> </ul>	<b>2012- 2014</b>	Entered in December 2012
08	IIPA, New Delhi	<ul style="list-style-type: none"> <li>➤ Town Planners Training</li> </ul>	<b>2012-2013</b>	Entered in November 2012
09	KUWS&DB – Karnataka Urban Water Supply & Drainage Board, Bangalore	<ul style="list-style-type: none"> <li>➤ Job course training for Engineers</li> </ul>	<b>2012-14</b>	Entered in October 2012
10	EDC – Engineering Development Council, New Delhi	<ul style="list-style-type: none"> <li>➤ Job course training for Engineers</li> </ul>	<b>2012-14</b>	Entered in October 2012
11	ASCI – Administrative Staff College of India, Hyderabad	<ul style="list-style-type: none"> <li>➤ Service level Benchmarking</li> </ul>	<b>2012-13</b>	Entered in August 2012
12	Bhageerath NGO	<ul style="list-style-type: none"> <li>➤ Water and Sanitation system in India</li> <li>➤ MDP for Engineers</li> </ul>	<b>2012-14</b>	Entered In August 2012
<b>SECOND PHASE NETWORKING WITH INSTITUTIONS</b>				
01	DULT,Bangalore	<ul style="list-style-type: none"> <li>➤ Urban Mobility and Transport</li> </ul>	<b>2013-14</b>	To be entered
02	KERS, KRS, Mandya	<ul style="list-style-type: none"> <li>➤ Job course training for Engineers</li> </ul>	<b>2012-14</b>	Entered in October 2012

NOTE: MoU will be extended with the respective Institutes up to 2018.

Action Research and documenting the best practices would be facilitated through workshops and different schemes which are sponsored by the Govt. would be evaluated through Action Research. Suggest suitable remedies for the better implementation of schemes, projects.

### **3. AIM/ PURPOSE OF PP**

#### **3.1 SYSTEMATIC REVIEW OF WHERE WE ARE**

- SIUD is fully equipped with all the infrastructure facilities such as hostel, state of the art training halls, qualified Faculty members and all other facilities including training ambience.
- SIUD is inviting external domain experts on identified areas in addition to utilising the Faculty members in ATI, SIRD and SIUD.

#### **3.2 VISIONING/ GOAL FORMULATION “WHERE WE WANT TO BE”**

- SIUD is striving hard to continuously update knowledge and the new developments which are happening in the urban sector through capacity building of ERs and Urban Functionaries.
- Document best practices, innovations and conduct workshops
- To be a resource centre to cater the requirements of urban functionaries
- SIUD would like to play a leading role in the country to address and advocate on major issues of urban development, in the backdrop of having experience in conducting training programmes to all level of urban functionaries on different topics ranging from 3days to 3 weeks under Karnataka Municipal Reforms Project (KMRP) funded by World Bank through Karnataka Urban Infrastructure Development Finance Corporation (KUIDFC), Asian Development Bank (ADB), JnNURM-Capacity Building training programmes sponsored by Ministry of Urban Development Department (MoUD). SIUD has shown its existence by conducting quality training and the efforts of SIUD has been appreciated by both State and Central Government.

#### **3.3 PROVIDING ROAD MAP AND DIRECTION**

- SIUD to collaborate with the Training Manager and Nodal Officers of the departments to cater to need based training.
- Adopt innovative strategies in training and capacity building through Research, Networking with leading institutions which are catering the requirements of the urban sector

- Strengthening the in-house Faculty through recruitment, on contract basis or on deputation

Preparation of exclusive training modules for capacity building to the Elected representatives (ER's) by inviting subject experts, policy makers, field functionaries. Selected Elected Representatives would be invited to TNA and analyse the gaps and identify the topics. Develop appropriate reading materials to overcome the gaps by conducting face to face training programmes to ERPs.

Around 40 Resource Persons would be identified from among the retired Municipal Commissioners, Elected Representatives, District Training Institute Faculty members in addition to in house Faculty of SIUD and conduct ToT for the identified people and develop them as Resource Persons for conducting intensive training programme to the ERPs in four Revenue Divisions. The logistics, develop material and also mobilise resources for the time bound implementation of the training programme.

#### Implementation Plan 2013-14

Sl. No	Location	No. of batches	No. of ERPs covered	Time Frame 2013				
				June	July	Aug.	Sep.	Oct.
01	4 Divisional Headquarters	100	5000	01 ToT + 04 Training	24	24	24	24

#### Implementation Plan for the year 2014-15

1. Orientation training and Field visits training module would be developed during Jan. 2014 for Mayors/Deputy Mayors, Presidents/Vice Presidents and Standing Committee Chairpersons
2. Gender sensitisation and Gender budgeting Training Modules would be developed by Jan 2014

Sl. No	Location	No. of batches	No. of ERPs covered	Time Frame 2014				
				June	July	Aug.	Sep.	Oct.
01	SIUD & AILSG, Belgaum	23	700	2	6	6	6	3

#### 4. METHODOLOGY FOLLOWED

- 4.1 REVIEW OF GOVT DIRECTIVE/ STP
- 4.2 PREPARATION OF DRAFT OUTLINE
- 4.3 CONSTITUTING SUB COMMITTEE
- 4.4 WORKSHOP ON PREPARATION OF PP
- 4.5 EVOLVING PP AND INVOLVING THOSE WHO WILL EXECUTE/ IMPLEMENT
- 4.6 SHARING APPROACHES/ MODELS ADOPTED BY OTHER STATES

- ATI organised an intensive workshop involving outside expert on Training and Perspective Planning
- Andhra Pradesh Model has been shared by the expert, discussed and adopted the related points
- The draft perspective plan was prepared in a structured format through brainstorming workshop involving all Faculty members and Heads of the three institutes.
- The draft perspective plan was presented in plenary and fine tuned with inputs from the experts and heads of the institutes

#### 5. ELEMENTS OF PP

##### 5.1 OVERCOMING WEAKNESSES AND BUILDING ON STRENGTHS:

Weakness	Overcoming the weakness
➤ Lack of follow up on recommendations and action to be taken	➤ Coordinate with TM at HoD and Nodal Officers at the District Level ➤ Sector/ domain specific workshops/ seminars immediately after training programs
➤ Competency mapping of ULB employees not undertaken	➤ Please see below table for details *
➤ Seminars, workshops recommendations not properly documented	➤ The Faculty who are in charge for the workshops and Seminars will take the assistance of External Documentation Expert for one time hiring basis. The Faculty Members would develop Formats for documentation. This task will be completed by July 2013
➤ Due to regional differences there is mismatch between needs and field functions	➤ Grass root/ outreach programs to be extended
➤ Lack of domain specific experts	➤ Recruit, Hire on contract or on deputation

5.1 \*\* Competency mapping to identify gap the performance and SWOT analysis would be undertaken to the following categories of employees and ER's of ULBs with the assistance of TM/HoD. Details are furnished below:-

\*\* Competency mapping and suggestions would be entrusted to the external agency through outsourcing

Sl. No.	Category	No. of Personnel	Competency Identification Process	Mapping of Existing competency	Competency Gaps	Time frame
01	Group C employees 1.OMs* 2.FDAs* 3.SDAs* 4.BCs* 5.RIs* 6.ROs*	5000*	Random survey 1.CC* 2.CMC* 3.TMC* 4.TP*  * Note: 05% for sample survey	For each category	Identify through external experts	Dec.2013
02	Environment Engineers and Engineers	1000*	Random survey SEs* - 02 EEs* - 05 AEEs*-10 AEs* - 10 JEs* - 10 Env. Engs*- 10 Note: 10% for sample survey	-Do-	-do-	Dec. 2013
03	Account Superintendents, Accountants	75* 250*	Random Survey 1.CC* 2.CMC* 3.TMC* 4.TP* Note: 15% for sample survey	-Do-	-do-	Dec. 2013
04	Community Affairs Officers Community Organisers, Skill Development Officers, Community Development Experts	225* 500* 40* 40*	Random Survey 1.CC* 2.CMC* 3.TMC* 4.TP* Note: 10% for sample survey	-Do-	-do-	Dec. 2013
05	Chief Officers, Municipal Commissioners, Corporation Commissioners	150* 80* 08*	Random Survey 1.CC* - 04 2.CMC*- 10 3.TMC* -10 4.TP* -10 Note: 15% for sample survey	-Do-	-do-	Dec. 2013
06	Elected Representatives	5000*	Random Survey 1.CC* - 04 2.CMC*- 10 3.TMC* -10 4.TP* -10	-Do-	-do-	Dec. 2013

			Note: 05% for sample survey			
07	UDA* Commissioners, Town Planners	30* 300*	Random Survey 1.CC* - 04 2.CMC*- 10 3.TMC* -10 4.UDA/Pas*-15 Note: 10% for sample survey	-Do-	-do-	Dec. 2013

<b>*OM</b>	Officer Manager
* FDA-	First Divisional Assistant
* SDA	Second Divisional Assistant
*.BC	Bill Collector
*RI	Revenue Inspector
* RO	Revenue officer
*CC	City Corporation
* CMC	City Municipal Corporation
* TMC	Town Municipal Corporation
*.TP	Town Panchayat
* UDA	Urban Development Authority
* SE*	Superintendent Engineer
* EE	Executive Engineer
* AEE-	Assistant Executive Engineer
* AE	Assistant Engineer
* JE	Junior Engineer
* Env. Eng-	Environmental Engineer

## 5.2 TRAINING STRATEGIES

### COORDINATION & COLLOBORATION

- Training Needs of the employees will be identified by the HoD/ TM
- The HoD/TM would identify functional and professional requirements of each level of employee
- Prepare a road map for enhancing
  - Professional competency of the urban functionaries  
It is explained in 5.1 Table
  - Functional competency for ERs in consultation with HoD/training manager  
It is explained in 5.1 Table
  - Outreach to all urban sectors  
It is planned to establish Information & Documentation Cell/Centre in SIUD by 2015
- Facilitate the HoD/TM to maintain data base on HRMS
- Planning and allocating of budget for training

- Facilitate HoD/TM to develop training design and modules
- Monitoring and evaluation of the training for continuous improvement

### NETWORKING

- Identify training institutions to impart training for large number of trainees
- Exposure visit and field visit to learn and adopt in their profession

### EXECUTION

Following Standard Training Modules have been developed 2012-13

Sl. No.	Module	Faculty
01	74 <sup>th</sup> CAA & its Implication	B.S.
02	Water & Sanitation System in Urban India	ND
03	Project Management	TSN
04	Urban Planning	GA/NS
05	Urban zoning regulations & building bye laws	NS/GA
06	Energy & new concepts for ULB's	TSN
07	Job Course for Accountants	CA
08	Job Course for Environmental Engineers	KS/ND
09	Job Course for Junior Engineers	TSN
10	Job Course for Accountant Superintendents	CA
11	Job Course for First Division Assistants & Second Division Assistants of ULBs	CK
Sl. No.	Module	Faculty
12	Bench Marking of Urban Services	BYS
13	MDP for Engineers (Contract Management	TSN
14	Resource Mobilization & Finance Management	BYS
15	Strengthening Urban Management	BS
16	Sustainable Environment Management (SWM)	ND/KS
17	Urban Disaster Management	ND/DD
18	Urban Livelihood (Urban Poverty Alleviation) programme	CA
19	Water & Energy Audit and Conservation	TSN/Bhageerath
20	Public Private Partnership	Man.
21	RTI, KTPP and Sakala	BYS
22	Job course for Chief officers	BS
23	Mason Training programme	TSN
24	House Keeping and Communication Skills for Group 'D'	CK
25	Pourakarmika's Awareness	CK

**Modules will be developed during 2013-14 \***

<b>Sl. No.</b>	<b>Modules</b>	<b>Faculty</b>
01	Application of GIS/GPS of Masters Plans Preparations	GA
02	Application of GIS & GPS for ULB's services	GA/IIHS
03	Affordable Housing	CK/IIHS
04	Basic Course on Computer Application	K.
05	Effective Office Management for Office managers & FDA's	CK
06	Conduct of council meetings	BS
07	Comprehensive Urban Mobility Plan	GA
08	Maintenance of electrical appliances	TSN/CASHETEK
09	FIDIC Contract management	TSN/ADB
10	Store & Records Management	CK
11	Urban Governance	BS
12	Heritage Planning	GA
13	ADB Procurement procedures,	TSN/ADB
14	ADB Consultancy selection	TSN/ADB
15	ADB Disbursement procedures	TSN/ADB
16	ADB Safeguard procedures	TSN/ADB
17	Gender Sensitisation	GA/ND
18	Stress and Time Management	ND/RNK

- The development includes piloting, validating and standardisation

### **5.3 TRAINING AREAS AND TARGETS**

- The training programmes were identified based on a field study conducted by Price Water Cooper house through questionnaire method by eliciting requirements from 60 Officers of urban local bodies covering 30 ULBs & prepared a report – Capacity Enhancement Need Assessment (CENA).
- SIUD conducted workshops involving the field functionaries & subject experts to finalize the training needs assessment before developing curriculum / module
- Based on the various reviews, feedbacks and inputs, needs have been assessed and the contents are prepared for each of the programmes. Details are given in **Annexure- IV.**

### **5.4 TRAINING REVIEWS:**

#### **INSTITUTIONAL:**

- SIUD will review annually the networking institutions /NGOs on the training programmes conducted by them.  
Appropriate Template would be developed to review of networking institutions /NGOs would be developed in consultation with DG , ATI and Commissioner, Directorate Municipal Administration in due course.



## DEPARTMENTAL/ SECTORAL/ SCHEMES

- All group A and B officers will undergo management development training in SIUD and Group C and D employees will undergo at District Training Institutes which are working under the umbrella of ATI
- The HoD/TM would set up a compact training cell, which will monitor the training requirements, and training provided and also assesses the performance once in six months and record in their APR.
- The above cell would also assess the infrastructure and other requirements
- The cell will also effectively follow up the recommendation of the committee and the target set in STP.

## OTHER TRAINING INSTITUTIONS

- SIUD does not have any institutions working under it. However SIUD may undertake review of any networking institutes if need be.

## INTENSIVE TRAINING PROGRAMME

SIUD conducts Intensive training programmes on

- Capacity building of ERs covering more than 5000 in a span of 3 months
- Sustainable environment management
- Benchmarking of urban services
- Urban livelihood
- Ward Sabhas and Ward Committee
- SIUD would also conduct Capacity building programme on communication skills & Conflict resolutions for Group “C” employees
- SIUD along with the TM would review periodically the training programme conducted by SIUD and other Agencies
- The strategy developed for intensive training is furnished as below;

### Intensive Training

#### Training at SIUD and Divisional Head Quarters

Phase – I – Target for all Elected Representative’s

SI No	Particulars	Expected Participants	No of Batches
01	Training of Trainers	30	01
02	State Institute for Urban Development (Mysore, Bangalore & Gulbarga Divisions)	3384	68
03	Belgaum Division DTI Belgaum / AILSG Belgaum	1623	32
<b>Total</b>		<b>5037</b>	<b>101</b>

Phase – II – Target for Presidents / Vice presidents / Mayors / Standing **Committee** Chairpersons.

SI No	Particulars	Expected Participants	No of Batches
01	President, Vice President, Mayors & Standing Committee Chairpersons	650	16
<b>Total</b>		<b>650</b>	<b>16</b>

#### Abstract

SI No	Particulars	Expected Participants	No of Batches
01	Phase I- All Elected Representatives	5037	101
02	Phase II- Presidents/ Vice Presidents/Mayor & Standing Committee Chairpersons.	650	16
<b>Total</b>		<b>5687</b>	<b>117</b>

### 5.5 INSTITUTIONALISING TRAINING DESIGN AND TRAINING MATERIAL, REVIEWS

- All 25 Modules have been developed up to 2012-13 and remaining 18 Modules are planned to be developed during 2013-14 after final approval from the Govt. Action would be taken to finalise the module and upload to website within three months on approval. The details are furnished in 5.2
- New training designs/ modules would be developed by the urban planning and transport cell on the following areas
  - GIS application in master plan preparation
  - Comprehensive Mobility Plan
  - Heritage conservation plan
  - Urban Housing and
  - Land related acts and policies

The above Modules implementation are explained in Para 5.3 (Annexure –IV)

- All existing modules are being reviewed in accordance with needs/ demands

Based on the demands the following steps will be taken up

- Curriculum committee for preparation, approval committee for fine tuning the modules developed by the curriculum committee and review committee headed by DG review the training designs
  - The 25 Modules prepared by the Curriculum preparation committee are approved by the Curriculum Approval Committee headed by the commissioner DMA in March 2012 and February 2013
  - The remaining 18 Modules planned to be developed during 2013-14 would be placed before the Curriculum Approval Committee by August 2013.
  - The Curriculum Review Committee headed by DG, ATI constituted by the Government would review periodically training implementation plan on monthly basis.
- Training modules to be circulated and made available to all faculties and published in the website
- Discussion and review in monthly meetings for improvements
- Discussions with Guest faculty and subject experts and periodic updating
- SIUD would develop standard templates and tool kits in consultation with experts to set a bench mark by the end of 2014

The Government of India has come out with a policy with the benchmarking of urban services during 2008. The State Government has published Service Level Benchmarking on urban services and developed templates and tool kits. The same would be utilised for training purpose.

## 5.6 MODULAR DESIGN AND MODULE DEVELOPMENT

- SIUD will develop modular design in collaboration with the identified networking institutions. Details are furnished below;

Sl. No.	Institutes	Area	Duration	MoU
01	IIHS – Indian Institute for Human Settlements, Bangalore	<ul style="list-style-type: none"> <li>➤ Affordable Housing</li> <li>➤ GIS</li> <li>➤ Seminars on Affordable Housing</li> </ul>	2013 - 15	Entered in May 2013
02	AILSG – All India institute for Local Self Government, Pune	<ul style="list-style-type: none"> <li>➤ City Sanitation Plan</li> <li>➤ Water Audit and Water Conservation</li> </ul>	2013-14	Entered in May 2013
03	AILSG – All India institute for Local Self Government, Belgaum	<ul style="list-style-type: none"> <li>➤ ERPs Training</li> </ul>	2013-14	Entered in May 2013
04	CASHUE TEC- Raichur	<ul style="list-style-type: none"> <li>➤ Mason Training</li> </ul>	2012-14	Entered in August 2012

05	CEPT – Centre for Environment, Planning & Technology University, Ahmedabad	➤ Orientation Training for Town Planners	2012-14	Entered in Sept. 2012
06	IDeCK - Infrastructure Development Corporation ( Karnataka ) Limited	➤ Public Private Partnership	2012-14	Entered in August 2012
07	ADB New Delhi	➤ FIDIC Contract Managemnt ➤ Project Management ➤ ADB procurement	2012- 14	Entered in December 2012
08	IIPA, New Delhi	➤ Town Planners Training	2012-13	Entered in November 2012
09	KUWS&DB – Karnataka Urban Water Supply & Drainage Board, Bangalore	➤ Job course training for Engineers	2012-14	Entered in October 2012
10	EDC – Engineering Development Council, New Delhi	➤ Job course training for Engineers	2012-14	Entered in October 2012
11	ASCI – Administrative Staff College of India, Hyderabad	➤ Service level Benchmarking	2012-13	Entered in August 2012
12	Bhageerath NGO	➤ Water and Sanitation system in India ➤ MDP for Engineers	2012-14	Entered In August 2012

- New training designs/ modules would be developed by the urban planning and transport cell on the following areas

<b>SECOND PHASE NETWORKING WITH INSTITUTIONS</b>			
KERS, KRS, Mandya	➤ Job course training for Engineers	2012-14	Entered in October 2012
DULT, Bangalore	➤ Urban Mobility and Transport	2013-14	To be entered

## **5.7 CORE CAPACITY BUILDING REQUIREMENTS**

### **TRAINING INSTITUTE:**

- Enhance in-house capacity through additional training and exposure visits
- Establish full fledged documentation centre by 2015
- Update the training materials and modules once in a year (please see para 5.2)
- Work towards to establish resource centre
- Take the help of domain experts to improve the quality and provide mentor to the faculty to enhance the skills and knowledge
- Work towards achieving centre for excellence

## **NODAL AGENCY/ CO-ORDINATING ROLE**

- SIUD would coordinate with the DTIs, other training institutes such as KUWS&DB, AILSG, Nirmithi Kendra, Bhagirath Saharda, and Shree Shakthi NGOs for effective implementation training programme.

## **NODAL TRAINING INSTITUTE/ NETWORKING ROLE**

The SIUD has network with the following institutes. It will be further strengthened in new areas mentioned above, for continuous improvement in the training and capacity building activities.

- NIUA – National Institute of Urban Affairs, New Delhi
- IIM- B- Indian Institute of Management, Bangalore
- DULT-Directorate of urban Land Transport
- IDEcK - Infrastructure Development Corporation ( Karnataka ) Limited
- ASCI – Administrative Staff College of India, Hyderabad
- AILSG – All India institute for Local Self Government, Pune
- CEPT – Centre for Environment, Planning & Technology University, Ahmedabad
- KUWS&DB – Karnataka Urban Water Supply & Drainage Board, Bangalore
- IIHS – Indian Institute for Human Settlements, Bangalore.
- EDC – Engineering Development Council, New Delhi

### **5.8 DEPARTMENTAL TRAINING REVIEWS**

- SIUD will review through meetings, conducting post training seminars, formative assessment, and summative assessment along with client organisation.

#### **a. Post training workshops/seminars**

#### **b. Formative Assessment**

The formative assessment would be conducted by the Faculty who are in charge of the course soon after the completion of each course for mid-course correction.

#### **c. Summative Assessment**

The SIUD would assist to the Client organisation/TM of the department to evaluate performance of the trainees through independent evaluators after three months of completion of the programme.

The formats would be developed by SIUD by December 2013.

SL. NO	THEMES	TOPICS
1.	<b>HRD</b>	1. People Management & Office Management Skills.. 2. Quality Management & Preparation of Citizen Charter 3. Job Course for First Division Assistants & Second Division Assistants of ULBs 4. Effective Office Management for Office managers & FDA's 5. Job course for Chief officers 6. MDP for Engineers 7. Job course for Engineers 8. Job course for Environmental Engineers
2.	<b>Governance</b>	9. Public Private Partnership Mode 10. Training on Urban Disaster Management. 11. Store & Records Management 12. Strengthening of Urban Management 13. 74th CAA 14. Urban Governance 15. Conduct Statutory of Municipal Meetings
3.	<b>Legal Issues</b>	16. Contract Management 17. FIDIC Contract management 18. RTI, KTPP and Sakala 19. ADB Procurement procedures, 20. ADB Consultancy selection 21. ADB Disbursement procedures 22. ADB Safeguard procedures
4.	<b>Finance Management</b>	23. Resource Mobilization 24. Job course for Accountants
5.	<b>Technology Issues</b>	25. Solid Waste Management 26. Energy & New Concepts 27. Water Audit & Water Conservation 28. Urban Zoning Regulation & Building Bye-laws. 29. Application of GIS and GPS in Master plan preparation 30. Application of GIS/GPS for ULB services 31. Basic course on computer applications 32. Comprehensive Urban Mobility Plan 33. Mason Training programme 34. Maintenance of electrical appliances 35. Affordable Housing 36. Project Management 37. Water and Sanitation system in Urban India 38. Heritage Planning
6.	<b>Social Sector</b>	39. Gender & Equity Concerns to City Managers 40. Urban Livelihood 41. House Keeping & Communication Skills Group D. 42. Pura-Karmikas training 43. Stress and Time Management

- Client organisations will review the capacity building programmes. These Periodic reviews bring effectiveness for future programmes. Importance is given to interactions and inputs from training managers
- Third party evaluation and impact assessment

## 5.9 DEPARTMENTAL TRAINING STRATEGY AND COLLABORATION FRAMEWORK

- ✓ The training programmes were identified based on a field study conducted by Price Water Coopers through questionnaires method by eliciting from 60 Officers/Officials of urban local bodies covering 30 ULBs & prepared report called as **CENA** (Capacity Enhanced Need Assessment).
- ✓ SIUD conducted workshops involving the field functionaries & subject experts to finalize the training need assessment before developing curriculum / module
- ✓ Based on the various reviews, feedback and inputs need have been assessed in consultation with the client organization. And it is jointly decided by the client department and SIUD would conduct on the following training areas to the urban functionaries for a period of five years.

Topic	Faculty	Year				
		2013-14	2014-15	2015-16	2016-17	2017-18
Workshop / Service Level Benchmark	BYS	2	2	1	1	1
Workshop on Resource Mobilization	BYS	2	2	1	1	1
Workshop on Eradication of Manual Scavenging	CK	4	-	-	-	-
Urban livelihood A workshops on livelihood Implementation	CA	5	4	4	4	4
workshops on Social security's Schemes for Urban functionaries	CA	1	1	1	1	1
Regional Workshop on innovative in best practices skill development activities in Urban areas	CA	4	4	4	4	4
Regional Workshop for Bankers and Non banking participation of improving self employment income generation activities in Urban areas	-	4	4	4	4	4
Workshop on SWM& CSP	ND/KS	2	1	1	1	
Workshop on Gender and Development for Women Elected Representatives	ND/KS	2	1	1	1	1
Gender Budgeting Workshop	ND/KS	2	1	1	1	-
Workshop on Affordable Housing	GA/ NS	2	1	1	1	1

✓

It is also decided to categorise all the urban functionaries in following categories for the purpose of capacity building.

- **Level I**  
Mayors, Deputy Mayors, Presidents, Vice-Presidents, Standing committee chairpersons, Corporators, Councilors
  - **Level II**  
Project Directors of DUDC, Commissioners, Chief Officers/  
Superintendent Engineers, Executive Engineers of ULBs
  - **Level III**  
AEEs, Health Officers, Environmental Engineers, Assistant Engineers, Junior Engineers, Senior Health Inspectors , Office Managers, Revenue Officers, Community Affairs Officers.
  - **Level IV**  
Revenue Inspectors, Accountants, First Divisional Assistants, Second Divisional Assistants, Junior Health Inspectors, Bill Collectors, Community Organizers
  - **Level V**  
Water Supply operators & Pourakarmikas
- Continuously monitor enhance the efficiency of staff and officers by providing wider access to information
  - Identify sector specific area such as PPP, Financial Management, Gender Concern, Public Policy, Attitudinal Changes, Project Formulation and Monitoring etc., for efficient and effective service delivery

The TM /SIUD will identify jointly the department needs and collaborate with various training institutes who have expertise on specific areas. The details of the networking institutions are furnished in Para 2.3

#### **5.10 FORMULATION AND OPERATIONALISATION OF CADRE TRAINING PLANS OF IDENTIFIED CADRES**

As per the Training Policy it is mandatory to have cadre training plans within the organisation to enhance performance of the officers and officials who are working in the urban development department.

It is therefore decided to assist to the TM/HoD to develop Cadre Training Plans for the following categories of the urban functionaries

- A. KMAS officers
- B. Municipal Engineers
- C. Environmental Engineers
- D. Revenue officers
- E. Revenue Inspectors
- F. Office Managers
- G. Health Inspectors



- H. Community Affairs officers
- I. Accountants and Account superintendents
- J. FDAs , SDAs
- K. Group D employees

The training programme to the above said cadres would be developed and suggest as mandatory to undergo following courses during service.

- Induction: On joining service (6 to 8 weeks) functioning with Government, rules, acts, procedures including Office procedure, Communication Skills, office and record management
- Job oriented: Need based Training connected with the Current assignment should be given.
- Functional: Between 9 to 16 years of service (3 weeks Out of which 1 Week Field Visit). Subjects like administrative law, project-management, new policies and schemes of government may be included.
- Managerial: Between 16 to 25 years of service. (3 week training – Out of which 1 week Field Visit). Subjects like problems solving, decision making skills, public-private partnerships, monitoring and evaluation to be included.

At all levels of training, Computer proficiency programmes are in-built. On the similar line Cadre Training Plan would be worked out with the client organisation to all the cadres in the urban administration in phased manner.

Since there are many cadres and huge numbers of employees are working in each category in the urban development department. The SIUD would assist to HoD/TM and develop templates on demand.

## 5.11 **STRENGTHENING MANAGEMENT OF TRAINING & DEPARTMENT TRAINING FUNCTION**

### TRAINING MANAGER ROLE (MOT/ TMT COURSE)

- The Department has to manage the training function by designating an officer as Training Manager, who manages the training in the following activities
  - Training Needs Identification
  - Design the Training Programmes
  - Impart Training
  - Monitor and Evaluate Programmes with the support of SIUD
- Manage data base and continuously update

### HOD/ TOP MANAGEMENT ROLE (O-MOT)

- SIUD will facilitate the departmental head in managing training and orient them on training strategy to the Executive heads of the urban local bodies during 2013-14

- SIUD will assist to the TM /HoD in the preparation of annual training report of all the courses which are going to be conducted during 2013-14. The training reports would be prepared by the respective Faculty within three months from the date of completion of each course and transfer it to TM to prepare the final departmental training report annually.
- SIUD will facilitate for appropriate training areas and non training interventions to the TM/HoD to address performance related issues.

#### HEAD OF TRAINING INSTITUTE ROLE (O-MOT FOR HOTIs)

SIUD will facilitate O-MoT to all District Training Institute personnel to sensitise on Urban issues during 2013-14.

### 5.12 TRAINING QUALITY IMPROVEMENTS

- SIUD would develop parameters and templates to improve the quality of training based on the CENA Report which was published by the KUIDFC in 2006. The Faculty of SIUD would develop templates to ascertain the views from the participants on each of the training areas by February 2014.
- Establish continuous monitoring system to improve the quality of the training and develop road map in the area of
  - Training delivery by July 2014
  - Institutional Strategy by March 2014
  - Review the design by January 2014
  - Review the materials by December 2013

The UDD constituted Curriculum Preparation Committee headed by the Director , SIUD would prepare curriculum on each area of training, develop designs, strategy and reading material including case studies.

The Curriculum Approval Committee headed by the Commissioner , DMA would approve the training modules, target group, duration and budget.

The Review Committee headed by the Director General would monitor quality of imparting training, release the budget and advise to implement the training calendar.

- Individual Action Plan by participants and writing self addressed letters expressing targets set by participants
- It would be review periodically and with a follow up action

- Institutionalising documentation of best practices, case studies, preparation of workbooks, action research, involve guest faculty in design of modules and standardising the document for quality improvement by March 2014
- Disseminate the best practices (collected from other states and International Agencies) to the participants and assess their performance through Impact study from third party evaluators. This process will be done at the end every year.
- The process can be documented for achieving standard certification by December 2015

### 5.13 IMPACT ASSESSMENT

- SIUD has developed ToR to set standards for impact assessment which will be included in the ToR while handing over to 3<sup>rd</sup> party evaluation. Copy enclosed at **Annexure- V**.

### 5.14 SIUD AS CONSULTANT ON CHANGE MANAGEMENT TO

- GOVERNMENT/ DEPARTMENTS
    - SIUD would prepare capacity building programmes to identified corporations in the states and train all the functionaries at all levels and work towards bringing change management in the better performance of service delivery
    - The detail strategic plan would be worked out in consultation with the respective corporations and prepare action plan for implementation.
  - The detailed strategic plan for carpet training (covering all levels of urban functionaries) in Hubli-Dharwad city corporation, Belgaum city corporation and Mangalore city corporation would be undertaken in the First phase.
  - The TNA will be conducted to all levels of functionaries during October 2013 and assess the training requirements.
  - SIUD will develop any additional areas of training if required (other than already identified 43 areas ) and prepare training modules, workbooks, reading materials and other training logistics by March 2014.
  - Actual training would be imparted covering all employees in the above said city corporations during 2014-15.
  - Training calendar would be announced in March 2014.
- The Action would be taken in collaboration with ATI, Mysore

### 5.15 TRAINING MANAGEMENT SYSTEM AND DATABASE

- Presently SIUD is maintaining TMIS –name of training programme, date, nomination form, schedule, resource persons list, participant’s data and feedbacks.
- This TMIS is continuously managed and updated immediately after training
- To manage TMIS, a system analyst is exclusively appointed. He also continuously updates the training activities and consolidated reports of training programmes will be hosted on SIUD web site.
- The TMIS would help us to keep a track on the participants and take follow up action to bring into the notice of TM /HoD

### 5.16 DOCUMENTATION AND REPLICATION OF SUCCESS STORIES

- SIUD documents the best practices, case studies and disseminate information to the field functionaries and continue to upgrade the activities
- Develop short films, e-lecture, e-learning and reading materials along with the details of website where the materials can be downloaded by the participants. The details are given in **Annexure- VI**
- SIUD is planning to document at least 5 sector specific areas per year
- Action Research would be taken on the various government schemes with the help of external institutions

### 5.17 TDP IN DOMAIN SPECIFIC AREAS

- SIUD is venturing to launch training for 5000 newly ERs.
- Training implementation strategy with micro plan along with logistics is in place
- TOT would be conducted to update training skills and also subject to be taught to the identified RPs

### 5.18 HOW TO BECOME A CENTRE OF EXCELLENCE

- Invite the guest faculty who have demonstrated ethics and value of highest standards
- The training materials will be improved constantly and latest developments on the topics
- Subscribe to reputed e-library for access to participants
- To encourage faculty to undertake research and publish in National and International Journal.
- Process of becoming centre of excellence adopting the following steps.

As per the requirement of client organisation and assessing the demands through TM/ HoD, it would be incorporated in the training module to meet the requirements of the citizens in the area of service delivery such as SWM, water

supply, street lighting, roads and drains, parks and playgrounds, reserving land for the burial grounds and identification of land fill sites. The standards set in the service level benchmarking would be facilitated to the urban stakeholders and assist to the TM/ HoD to assess the performance of the functionaries continuously.

This process would be started from 2013-14 and continued during 2014-15 by the respective faculty in SIUD to meet the requirements of Sevottam norms.

The Training Process will be documented and continuous improvement would be undertaken based on the feedback.

Training process would be institutionalised by March 2015 and obtain Sevottam certificate.

1. Publication of citizen charter – published
2. One line Record management- by August 2013
3. Online training management –by August 2013
4. Job profile- Published
5. e-Procurement - is in vogue
6. Publication of modules – published
7. Developing reading materials –published
8. Best practices and case studies –documented
9. Evaluating training programmes- is in vogue
10. Data management – to be established by December 2013
11. Resource persons directory-published and updating regularly
12. Feedback of participants and compliance- online management by Dec. 13
13. Quality of training inputs –continuous process
14. Quality of food , accommodation outsourced –regularly monitored
15. Ambience –day to day supervision

#### **5.19 TPDO-TRAINING PACKAGE DEVELOPMENT AND OPERATION**

Not applicable in view of limited target groups Preparation of exclusive training modules for capacity building to the Elected representatives (ER's) by inviting subject experts, policy makers, field functionaries and selected Elected Representatives would be brought to TNA and analyse the gaps and identify the topics, develop appropriate reading materials to overcome the gaps by conducting face to face training programmes to ERPs.

Around 40 Resource Persons would be identified from among the retired Municipal Commissioners, Elected Representatives, District Training Institute Faculty members in addition to in house Faculty of SIUD and conduct ToT for the identified people and develop them as Resource Persons for conducting intensive training programme to the ERPs in four Revenue Divisions. The logistics, develop material and also mobilise resources for the time bound implementation of the training programme.

## **6. STRENGTHENING/ RESOURCE MOBILISATION:**

- **MANPOWER**

Involve department functionaries in training programs as resource persons, build their capacity by deputing for exposure programs and workshops, identify resource persons and build partnerships, network with other institutions for sharing of resources.

- **DTSUs/ CBSUs**

SIUD has a limited target group hence not required now.

- **FUNDS**

SIUD will concentrate on demand based and sponsored programs.

## **ABBREVIATIONS**

<b>ATI</b>	: Administrative Training Institute
<b>SIUD</b>	: State Institute for Urban Development
<b>PP</b>	: Perspective Plan
<b>DMA</b>	: Directorate of Municipal Administration
<b>DTCP</b>	: Directorate of Town & Country Planning
<b>DULT</b>	: Directorate of Urban Land Transport
<b>KUWSSB</b>	: Karnataka Urban Water Supply and Sewerage Board
<b>KUIDFC</b>	: Karnataka Urban Infrastructure and Finance Corporation
<b>SCB</b>	: Slum Clearance Board
<b>UDA</b>	: Urban Development Authority
<b>KHB</b>	: Karnataka Housing Board
<b>KMRP</b>	: Karnataka Municipal Reform Project
<b>BGRF</b>	: Backward Region Grant Fund
<b>MoUD</b>	: Ministry of Urban Development
<b>GoI</b>	: Government of India
<b>HSMI-HUDCO</b>	: Human Settlement Management Institute – Housing & Urban Development Corporation
<b>RT</b>	: Recognised Trainers
<b>ULB</b>	: Urban Local Body
<b>HRMS</b>	: Human Resource Management System
<b>STP</b>	: State Training Policy

<b>TM</b>	: Training Manager
<b>HoD</b>	: Head of the Department
<b>ER</b>	: Elected Representative
<b>ADB</b>	: Asian Development Bank
<b>APR</b>	: Annual Performance Report
<b>PPP</b>	: Public Private Partnership
<b>DG</b>	: Director General
<b>GIS</b>	: Geographical Information System
<b>KUWS &amp; SDB</b>	: Karnataka Urban Water Supply & Sewerage Development Board
<b>NGO</b>	: Non Governmental Organization
<b>DTM</b>	: Departmental Training Management
<b>UDD</b>	: Urban Development Department
<b>MoT</b>	: Management of Training
<b>TMT</b>	: Training Management Training
<b>O-MoT</b>	: Orientation on MoT
<b>ToR</b>	: Terms of Reference
<b>TMIS</b>	: Training Management Information System

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**(Template for documentation of the Training Process)**

<b>Sl. No</b>	<b>Description</b>	<b>Filed to be enter</b>
1.	Name of the Training Programme	
2.	Name of the Course coordinator	
3.	Request letter for Nomination to TM/HoD	
4.	Nomination received	
5.	No. of persons attended	
6.	No. of persons absent	
7.	Training Schedule	
8.	Implementation of the course	
9.	Resource Persons – In house and External	
10.	Field Visit/ Best practices Group work/Films, etc.,	
11.	Feedback of Participants	
12.	IAP	
13.	Impact Assessment	
14.	Putting online	
15.	Timeframe for the Course coordinator for Consolidated Report	

- Document the best practices and host on web site

### On line Training Management Information System

Description	Field to be enter
Course Code	
Course Category	
Program Number	
Course Name	
Start Date	
End Date	
Name	
Designation	
Service	
Department	
Groups & Services	
Cadre	
Category	
DOB	
Sex	
Mobile	
Email	
Place	
Pay scale	
Basic Pay	
Qualification	
Marital Status	
Undergone any Training at SIUD?	
Title of the course?	
Training outside SIUD?	
Place and Title of the course?	
Do you use computers?	
Since How Many Years?	
Remarks	



ರಾಜ್ಯ ನಗರಾಭಿವೃದ್ಧಿ ಸಂಸ್ಥೆ

**State Institute for Urban Development**

ಆಡಳಿತ ತರಬೇತಿ ಸಂಸ್ಥೆ ಆವರಣ ಲಲಿತ ಮಹಲ್ ರಸ್ತೆ, ಮೈಸೂರು-570 011

ATI Campus, Lalitha Mahal Road, Mysore- 570 011.

ಯಶೋಗಾಥೆಗಳ ದಾಖಲೀಕರಣ

## Documentation of Best Practices

ಸಫಲತೆಯ ಕಥೆಗಳ ಹೆಸರು:

Name of the Success Story

ಸಂಸ್ಥೆಗಳ ಹೆಸರು:

Name of the Institution

ಅಧಿಕಾರಿಯ ಹೆಸರು:

Name of the Officer

ಸಫಲತೆಯ ವರ್ಷ:

Year of the Success Story

1. ಸನ್ನಿವೇಶ: ಸಫಲತೆಯ ಅಳವಡುವಿಕೆಗೆ ಮುನ್ನ ಇದ್ದ ಸನ್ನಿವೇಶವನ್ನು ಸಂಕ್ಷಿಪ್ತವಾಗಿ ವಿವರಿಸಿ. «ಸಫಲತೆ» ಅಳವಡುವಾಗ ಅಥವಾ ಅದರ ಆರಂಭದಲ್ಲಿ ಇದ್ದ ಸನ್ನಿವೇಶವನ್ನು ವಿವರಿಸಿ. (they may briefly explain the situation that exists before the 'best practice' adoption or the initiatives being introduced)
2. ಪ್ರಯತ್ನದ ವಿವರಣೆ: (ಪ್ರಯತ್ನದ ವಿವರಣೆ, ಅದರ ವ್ಯಾಪ್ತಿ, ಮಿತಿಗಳು, ಅಳವಡಿಸಿದ ವಿಧಾನ, ಇತ್ಯಾದಿ). (Description of the Initiative (giving the full details of the project, its scope, limitations, methodology adopted, etc.,)).
3. ಎದುರಿಸಿದ ಸವಾಲುಗಳು: (ಸವಾಲುಗಳನ್ನು ವಿವರಿಸಿ, ಪ್ರಯತ್ನದ ಸಮಯದಲ್ಲಿ ಎದುರಿಸಿದ ಸವಾಲುಗಳನ್ನು ವಿವರಿಸಿ). Challenges encountered (the difficulties, the problems they encountered during the initiative)
4. ಕಲಿಯುವಿಕೆ: (ಸವಾಲುಗಳನ್ನು ಎದುರಿಸುವುದರಿಂದ ಕಲಿಯುವಿಕೆ). Learning (what are the lessons learned from the initiative).

5. ಸಾಧನೆಗಳು (ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಸಾಧನೆಗಳನ್ನು «ಅ» 1) achievements (describe the achievements made by the initiatives)
6. ಸಾಧನೀಯತೆ (ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಸಾಧನೀಯತೆ ಅಥವಾ ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಸಾಧನೀಯತೆ ಅಥವಾ ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಸಾಧನೀಯತೆ) Sustainability (to what extent the new initiative can sustain under a given socio-politico situation, what measures one can suggest for the sustainability of the best practice)
7. ವಿಸ್ತರಣೆ (ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ವಿಸ್ತರಣೆ ಅಥವಾ ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ವಿಸ್ತರಣೆ ಅಥವಾ ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ವಿಸ್ತರಣೆ) Transferability (how this initiative can be transferred to other ULBs for practice, here one can discuss about the technology transfer issues to other places)
8. ಗೌರವ (ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಗೌರವ ಅಥವಾ ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಗೌರವ ಅಥವಾ ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಗೌರವ) Recognition received (whether the initiative under reference has gained any recognition by receiving awards, citations or media coverage etc.,
9. ಸಂಪರ್ಕ (ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಸಂಪರ್ಕ ಅಥವಾ ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಸಂಪರ್ಕ ಅಥವಾ ಇನ್ನಿತರ ಪ್ರಯತ್ನಗಳ ಸಂಪರ್ಕ) References (one can give the reference of persons, publications, web sites etc., of the initiative, so that the interested may get in touch with the concerned or get more information on the initiative)

ಹೆಸರು:

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## Five Year Training Areas and Targets (Implementation Plan )

Sl. No	Name of the Faculty Shri/Prof/Smt/Dr.	Department to be covered	Topic / Subject to be Covered	No. of Training programmes 2012-13	No. of Trainees	Category of officers to be covered	Years					
							2013-14	2014-15	2015-16	2016-17	2017-18	
1	T.S Nagaraju	Urban local bodies	a. Job course for New recruiters	2	66	B & C	2	2	2	2	2	
		8 Corporation Engineers and ADB towns	b. MDP for engineers	1	16	B & C	3	2	2	2	2	
		UDA's KUWS&DB, KSCB, KUIDFC & Other states officers (JnNURM)	c. Project Management	2	41	A, B & C	2	2	2	2	2	
		ADB Towns	d. FIDIC Contract Management	-	-	A, B & C	1	1	1	1	1	
		ADB Towns	e. ADB Procurement Procedures	-	-	A, B & C	1	1	1	1	1	
		ADB Towns	f. ADB Disbursement Procedures	-	-	A, B & C	1	1	1	1	1	
		ADB Towns	g. ADB New Trenchless Technology	-	-	A, B & C	1	1	1	1	1	
		ADB Towns	h. ADB Safeguard Procedures	-	-	A, B & C	1	1	1	1	1	
		Urban Development Dept. of other state under GOI	Engineers and officers	2	45	A&B	2	3	3	3	3	
		KUWS&DB, ULB's	Water & Energy Audit	-	-	A, B & C	2	2	2	2	2	
		KUWS&DB, ULB's	O&M of Buildings and Utilities	-	-	A, B & C	2	2	2	2	2	
		ULB's	Skill Based Training									
			a. Mason			C & D						
b. Plumbing	8		307		2	2	2	2	2			
c. Electrical					2	2	2	2	2			
<b>Total</b>				<b>15</b>	<b>475</b>	<b>0</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	

Continued...)

Sl. No	Name of the Faculty Shri/ Prof/ Smt /Dr.	Department to be covered	Topic / Subject to be Covered	No. of Training programmes 2012-13	No. of Trainees	Category of officers to be covered	Years				
							2013-14	2014-15	2015-16	2016-17	2017-18
1	B.Yoganath Singh	D.M.A	Workshop on Service Level Benchmark	-	-	A, B & C	2	2	1	1	1
2			Workshop on Resource Mobilization	-	-	A, B & C	2	2	1	1	1
3			ToT On Service Level Bench Marking	-	30		1				
4			Training Programme on Service Level Benchmark	6	91	A & B	2	2	2	2	2
5			Desentralized Training Programme on SLB for ERPs	-	-	A, B & C	4	4	4	4	4
6			TNA For SLB	-	-	A, B & C	1(Jan/ Feb 2014)	-	-	-	-
7			TNA For Resource Mobilization	-	-	A, B & C	1(Jan/ Feb 2014)	-	-	-	-
8			Training Programme on Resource Mobilization	10	203	-	2	2	2	2	2
9			SLB Facilitation for Selected ULBs	-	-	-	2	2	2	2	2
10			QMS & Sevottam	-	-	-	1	1	1	1	1
11			Preparation of Citizen Charter & SAKALA	-	-	-	1	1	1	1	1
12			Training Programme for Ward Sabha Facilitators	-	-	-	2	2	2	2	2
13			Privatisation Pricing and Cost Recovery	-	-	-	2	2	1	1	1
14			Training Programme On Cityzen Partnership and urban Governance	-	-	-	2	2	1	1	1
15			Training Programme on People Management Skills	-	-	-	2	2	1	1	1
16			Training Programme on Planning & Managing Public Utilities	-	-	-	2	2	1	1	1
17			Training Programme on Total Quality Mananement (TQM)	-	-	-	2	2	1	1	1
<b>Total</b>				<b>16</b>	<b>324</b>	<b>0</b>	<b>29</b>	<b>28</b>	<b>21</b>	<b>21</b>	<b>21</b>

Sl. No	Name of the Faculty Shri/ Prof/ Smt /Dr.	Department to be covered	Topic / Subject to be Covered	No. of Training programmes 2012-13	No. of Trainees	Category of officers to be covered	Years				
							2013-14	2014-15	2015-16	2016-17	2017-18
1	Dr.B.S.Shankar	Urban Development Department and DMA	Job course for New recruiters Chief Officers	1	30	B & C	1	1	1	1	1
2			Job course for Environmental engineers	1	44	B & C	1	1	1	1	1
3			Strengthening Urban Management (MDP) for Municipal Commissioner and Chief Officers	3	50	A, B & C	3	3	3	3	3
4			Good Urban Governance	-	-	Electe d Representati ves / and Office rs of ULBs	100	5	5	5	5
5			Conduct of Statutory Meeting	-	-	Presid ent, Vice Presid ent and Standi ng Comm ittees Chair Person s	4	4	4	4	4
6			Experience Learning on Good Governance at Selected States	-	-	Presid ents and Comm ission ers of ULBs	1	1	1	1	1
7			a. JNNURM Related Reforms	-	-	Presid ents and Comm ission ers of ULBs	1	1	1	1	1
8			b. 74th Amendment & It's Implications	1	8	Presid ents and Comm ission ers of ULBs	1	1	1	1	1
<b>Total</b>				<b>6</b>	<b>132</b>	<b>0</b>	<b>112</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>

Sl. No	Name of the Faculty Shri/Prof/Smt/Dr.	Department to be covered	Topic / Subject to be Covered	No. of Training programmes 2012-13	No. of Trainees	Category of officers to be covered	Years				
							2013-14	2014-15	2015-16	2016-17	2017-18
1	Christina Kantharaj	ULB's	· Job course for FDA / SDA and FGRI (3 weeks)	6	200	C	2	1	1	1	1
2			· Effective Office Management for Managers	-	200		5	-	-	-	-
3			Ø Refreshers course for Office Managers	-	-		-	1	1	1	1
4			· Store & Record management	-	-		-	5	1	1	1
5			· Communication Skill and Conflict resolution	-	-		-	-	-	-	-
6			· Workshop on Eradication of Manual Scavenging	-	-	A, B & C	2	-	-	-	-
7			· Sensitization workshop on the activities of Safai Karamchari Commission	-	-	ERs, A, B & C	1	-	-	-	-
8			· ToT for Guest Faculty / RPs	-	-	A, B & C	1	-	-	-	-
9			· House Keeping and Communication	-	-	Group D	-	10	-	10	10
10			· Hands on Trg on SWM (Intensive Trg)	-	-		-	60	-	-	-
11			· ToT on SWM	-	-		-	2	-	-	-
<b>Total</b>				<b>6</b>	<b>400</b>	<b>0</b>	<b>11</b>	<b>79</b>	<b>3</b>	<b>13</b>	<b>13</b>



Sl. No	Name of the Faculty Shri/Prof/Smt/Dr.	Department to be covered	Topic / Subject to be Covered	No. of Training programmes 2012-13	No. of Trainees	Category of officers to be covered	Years				
							2013-14	2014-15	2015-16	2016-17	2017-18
1	Narayana Sastry & Geetha.A	DTCP, UDA's	Master Plan preparation using GIS applications	-	-	Group A & B	4	2	2	1	1
2		DTCP	Orientation training programme on urban land related Acts & issues, betterment fees, town planning schemes, innovative practices etc.	2	45	Group A, B & C	3	1	1	1	1
3		ULB's	Application of GIS/GPS for ULB services	-	-	Group A, B & C	3	3	2	2	2
4		DTCP, UDA's, ULB's, Transport, Traffic Police	Urban Transport	-	-	Group A & B	4	3	2	2	2
5		DTCP, UDA's, ULB's	Heritage conservation & planning	-	-	Group A, B & C	2	2	2	2	2
6		DTCP	District planning (spatial)	-	-	A, B & C	-	-	-	2	2
7		Workshops & Seminars									
8		-	Urban transport	-			1	-	-	-	-
9		-	Inclusive urban planning	-			-	-	1	-	-
10		-	Heritage planning	-			-	-	-	-	1
<b>Total</b>				<b>2</b>	<b>45</b>	<b>0</b>	<b>17</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>11</b>

Continued...)

Sl. No	Name of the Faculty Shri/Prof/Smt/Dr.	Department to be covered	Topic / Subject to be Covered	No. of Training programmes 2012-13	No. of Trainees	Category of officers to be covered	Years				
							2013-14	2014-15	2015-16	2016-17	2017-18
1	C Ashok		Urban livelihood A workshops on livelihood Implementation	9	270	C	5	4	4	4	4
2			Refresher course for Account superintendent/Account ants	-	-		-	-	-	-	-
3			workshops on Social security's Schemes for Urban functionaries	-	-	B,C and NGOs	1	1	1	1	1
4			Regional Workshop on innovative in best practices skill development activities in Urban areas	-	-	A,B,C and NGOs	4	4	4	4	4
5			Regional Workshop for Bankers and Non banking participation of improving self employment income generation activities in Urban areas	-	-	Banke rs and A,B,C and NGOs	4	4	4	4	4
6			At Distrist level Intensive training programme for CDS and RCVs	-	-	CDS and RCVs B,C and NGOs	-	4	4	4	4
7			Exposure visit to other states to learn the best practices on livelihood	-	-	-	-	2	2	2	2
8			TOT for Guest Faculty / RPs	-	-	-	-	1	-	-	-
<b>Total</b>				<b>9</b>	<b>270</b>	<b>0</b>	<b>14</b>	<b>20</b>	<b>19</b>	<b>19</b>	<b>19</b>

Continued...)

Sl. No	Name of the Faculty Shri/Prof/Smt/Dr.	Department to be covered	Topic / Subject to be Covered	No. of Training programmes 2012-13	No. of Trainees	Category of officers to be covered	Years				
							2013-14	2014-15	2015-16	2016-17	2017-18
1	N. Deepa & Sowmya	DMA	Solid Waste Management	10	221	Group B & C	0	0	0	0	0
2			Water and Sanitation System in Urban India	2	32		4	2	2	2	2
3			Sustainable Environment Management	-	-		4	3	3	3	3
4			Urban Disaster Management	-	-		3	3	3	3	3
5			Gender Sensitization	-	-		0	4	4	4	4
6			Stress and Time Management in ULB's				0	2	2	2	2
7			Training on Gender and Development for Women Elected Representatives				0	2	2	2	2
8			Capacity Building of MPCB personnel for Pollution Management				0	0	2	2	2
9			Human Right and Equity	-	-		0	2	2	2	2
<b>Total</b>				<b>12</b>	<b>253</b>	<b>0</b>	<b>11</b>	<b>18</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Grand Total</b>				<b>66</b>	<b>1899</b>	<b>0</b>	<b>218</b>	<b>197</b>	<b>114</b>	<b>124</b>	<b>125</b>

**Abstract**

Sl. No	Name	No. of Training programmes 2012-13	No. of Trainees	Years				
				2013-14	2014-15	2015-16	2016-17	2017-18
1	Sri. T.S Nagaraju	15	475	24	24	24	24	24
2	Sri B.Yoganath Singh	16	324	29	28	21	21	21
3	Dr.B.S.Shankar	6	132	112	17	17	17	17
4	Dr.Christina Kantharaj	6	400	11	79	3	13	13
5	Prof. Narayana Sastry & Smt. Geetha.A	2	45	17	11	10	10	11
6	Sri. C Ashok	9	270	14	20	19	19	19
7	Smt. N. Deepa & Smt. Sowmya	12	253	11	18	20	20	20
<b>Total</b>		<b>66</b>	<b>1899</b>	<b>218</b>	<b>197</b>	<b>114</b>	<b>124</b>	<b>125</b>

**ToR of Evaluation****Expression of Interest for Conducting Evaluation of Training Programmes  
Conducted by SIUD, Mysore****1. Introduction**

The State Institute of Urban Development is imparting training to the urban functionaries including elected representatives of ULBs in the State of Karnataka. The SIUD has prepared comprehensive project to organize training programmes to various urban functionaries with an intention of enhancing capacity of the employees as well as elected representatives who are working in the ULBs. The total number of urban functionaries to be trained is approximately 25000 which includes the pourakarmikas (except BBMP, Bangalore). The SIUD has received financial assistance from KUID&FC to conduct capacity building training programme to the different levels of urban functionaries. SIUD has identified seventeen areas to impart training as a part of capacity building training programme under KMRP. These training programmes would be organized both at the State Institute of Urban Development Mysore and Divisional level and District level head quarters across the state. Since training programmes are to be conducted in a decentralized mode it is difficult for the State Institute of Urban Development to monitor each training activities which are going to be organized at different locations simultaneously. Therefore SIUD is inviting expression of Interest from the training institutions who have expertise and experience in the training and capacity building activities to document the entire training activities both in English and Kannada and report to the State Institute of Urban Development Mysore.

**2. Objectives of Evaluation**

1. Evaluate the process involved in organizing training programmes by SIUD and find out the effectiveness of these process
2. Evaluate the availability and quality of the infrastructure and the quality of the faculty / trainers
3. Evaluate the contents of the curriculum, delivery of curriculum and its effectiveness of the training
4. Assess the impact of the training programmes conducted by SIUD on the participant's knowledge, skill, attitude and performance
5. Assess the impact of the training programmes on improvements in achieving the outcomes of the SIUD
6. Suggest modifications required for making training programmes useful.

### **3. Methodology**

The study would cover all the training programmes which are going to be organized in SIUD, Mysore and Outside SIUD ie at DTIs and at divisional level Head Quarters during the period 2010-11 and 2011-12.

### **4. Organising Evaluation Study**

The evaluation work would be done by engaging independent 3rd party agencies at the time where training programmes are going to be organized. The agencies would be selected through the process of inviting expression of interest and financial bids. For selecting the 3<sup>rd</sup> party agencies, their financial status, proven track record, past experience, technical competency would be the main criteria for selection. The Universities Departments in Karnataka having similar experience / expertise and short listed by Government of Karnataka for evaluation work may also bid for Expression of Interest

### **5. Deliverables by the evaluating agencies**

Evaluating agency would perform the task that would be communicated to them while inviting for financial bids. However the following works are some of the illustrative.

#### **Report I**

1. Training arrangements.
2. Ambience,
3. Food and accommodation,
4. Attendance of participants

#### **Report II**

1. Curriculum,
2. Session Plan,
3. Presentation of Resource Persons,
4. PPT's,
5. Field visit,
6. Case studies,
7. Role Plays,
8. Feed Back of participants,
9. Discussions & deliberations that takes place during the course of training.

#### **Report III**

1. Interim report on day to day activities during training period (at the end of each day)
2. Inauguration & Concluding programme details
3. Number of persons nominated / persons attended to the training
4. Overall impression of the training and immediate impact on the participants, as soon the training programme is over along with photo/video clippings.

#### **Report IV**

Final report on each topic to be sent within one month after completion of training with photo / video clippings.

#### **Report V**

Impact Assessment after 4 months of training including suggestions and recommendations for the future programmes.

**6. Time frame**

The total period would cover from April 2010 upto 2012.

**7. Cost of the study**

Cost would be mentioned in the financial bid submitted by the evaluating agencies.

**8. Monitoring the progress of the training evaluation**

Monitoring will be done by the Director. SIUD.

**9. Others**

I. Required man power for the evaluation to be provided by the agency

2. Payments to the 3<sup>rd</sup> party agencies would be made in 4 instalments as follows

a)	1 <sup>st</sup> instalment of 10% of the total amount	On submission of the acceptance letter, bond, pre receipt etc.
b)	2 <sup>nd</sup> instalment of 30% of the total amount	After submission of I. II and III Reports
c)	3 <sup>rd</sup> instalment of 30% of the total amount	After submission of Report- IV
d)	4 <sup>th</sup> & final instalment Of 30% of the total amount or the balance amount	After submission of Report- V

3. The data generated from the study would be the sole property of the SIUD, Mysore.

4. The Evaluating Agency(s) would enter into an agreement with the Director, SIUD and furnish a bond on Non-judicial Stamp Paper of Rs 100/- (format in Annexure II) and submit pre-receipt of the amount due for instalment (s)

**10. Director, SIUD reserves the right** to terminate the Evaluating Agency's contract at any point of time without assigning any reasons. In such an eventuality. the agency shall have to refund the amount released by the SIUD together with a penal interest of 12% per annum.

**Director  
SIUD**

To,

The Director  
 State Institute for Urban Development  
 A TI Campus, Lalitha Mahal Road  
 Mysore -570011

**Expression of Interest for conducting Evaluation of Training  
 Programmes conducted by State Institute of Urban Development (SIUD)**

**A. ORGANISATIONAL PROFILE**

1	Name of the Organisation	
2	Name & Designation of the Contact Person	
3	Postal Address of the Organisation (with PIN CODE)	
4	Physical Address, if different from postal address (With PINCODE)	
5	Telephone with STD Code	
6	FAX No. with STD Code	
7	Mobile No. of Contact Person	
8	E-mail Address of Contact Person	
9	Name & Designation of Head of Organization responsible for the	
10	Establishment Details	
a.	Year Established	
b.	Type of Organization (Tick One)	Educational & Research Institute /Consulting Other (given detail )
c.	Regd. No.; Name & Place of Registering Authority	(Attach attested photocopy of Registration Certificate)
d.	No. of full time employees	Professional ----- Support Staff -----
e.	No. of part time employees	Professional ----- Support Staff -----

**Details of e-lecture and e-learning**

- 01 E-Lecture on Urbanization & Urban Poverty Duration-35 Min
- 02 E-Lecture on Urbanization & Urban Poverty Alleviation -35 Mint
- 03 E-Lecture on Urbanization & Urban Poverty Alleviation-3 -Dr. Shankar
- 04 E-Lecture on Urbanization & Urban Poverty Alleviation-4-Shri Ashok
- 05 E-Lecture on Group Formation & Motivation - Smt Sadhanapote
- 06 E-Lecture on Urban Poverty Alleviation- Shri Bipin Shah
- 07 E-Lecture on Solid Waste Management
- 08 E-Lecture on Communication Skill - Smt Sadhana Pote
- 09 E-Lecture on Women Empowerment - Smt Gowri Trivedi
- 10 E-Lecture on E-Governance - Shri Anjum Pawaz
- 11 E-Lecture Housekeeping and communication skill training documentary
- 12 E-Learning on Municipal Solid Waste Management (Duration 1 Hour)
- 13 E-Learning Disaster Management
- 14 E-Learning Flood Management
- 15 Short Film Documentary Film on Best Practices of Hubli Dharwad City Corporation
- 16 E-Lecture on Gender Equity
- 17 E-Learning Solid waste Management
- 18 E-Lecture Solid waste Management



### List of Reading Materials

- 1 Quality Management & Preparation of Citizen Charter
- 2 Hand Book for Cooperators on Urban Governance
- 3 The City and Improvement of the elected representatives Training programme
- 4 Urban Governance & Reforms for ULBs
- 5 Gender & Equity
- 6 Conduct of Statutory Meeting
- 7 Karnataka Municipality Management Guide
- 8 Urban Poverty Alleviation
- 9 Right To Information & Urban Local Bodies
- 10 Public Private Partnership
- 11 Solid Waste Management- 2 days
- 12 House Keeping & Communication Skills
- 13 House Keeping & Communication Skills- Dairy
- 14 Urban Disaster Management
- 15 Water and Energy Audit & Water conservation practices
- 16 Karnataka Municipal Reforms Project
- 17 Solid Waste Management- 3 days
- 18 Hand Book on Backward regions grant fund program
- 19 Peoples and Office Management Skills
- 20 Management Development Programme
- 21 Resource Mobilisation
- 22 Operation & Maintenance of building and services in ULB'S
- 23 Job Course for Groups 'C' employees in Urban Local Bodies
- 24 Energy & new concepts for ULB's
- 25 Urban zoning regulations & building bye laws
- 26 Orientation training for Account Superintendent
- 27 Job Course for Environmental Engineers
- 28 Job Course for Junior Engineers
- 29 Job Course for Chief officers
- 30 Innovations in Urban Planning
- 21 Workshop on Solid Waste Management /City Sanitation Plan
- 22 74th CAA & its Implication
- 23 Water & Sanitation System in Urban India
- 24 Project Management
- 25 Urban Planning.

## Annexure to PP

## Annexure -VII

## Perspective Plan for Training Materials

SL No	Name of the Faculty Sri/Smt/Dr.	Area	Topic	Number				
				2013-14	2014-15	2015-16	2016-17	2017-18
1.	T.S Nagaraju	Action Research in key thematic areas	a. 24/7 Water supply project – A study of HDMC	-	1	-	-	-
			b. Implementation of Jn-Nurm Projects – MCC Water SS	-	-	1	-	-
			c. Nagarothana – Study of Gulbarga Corporation	-	-	-	1	-
			d. Affordable Housing – A Study of KSCB	-	-	-	-	1
			e. Mason Training – Impact study of Bidar District	1	-	-	-	-
2.		e-lecturers / e-learning materials	a. e-procurement	1	-	-	-	-
			b. Project Management	-	1	-	-	-
			c. 24/7 Water Supply	-	-	1	-	-
			d. Low Cost Housing	-	-	-	1	-
			e. Renewable Energy	-	-	-	-	1
3.		Hand books on key areas of Government	0	1	1	1	1	1
4.		Case studies	Case Studies on Identified Topics	2	2	2	2	2
5.		Training Manuals	Water Supply	1	-	-	-	-
			O & M	-	-	1	-	-
			e-Procurement	-	-	-	-	1
6.	Training Designs	On the Identified areas of training	update	update	update	update	Update	
7.	TNA Studies	On the Identified areas of training	-	modify	-	modify	-	
8.	Impact evaluation studies	On the Identified areas of training	external agency	external agency	external agency	external agency	external agency	
9.	Short Films & Audio Visuals	On the Identified areas of training	1	1	1	1	1	
			<b>Total</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>7</b>

SL No	Name of the Faculty Sri/Smt/Dr.	Area	Topic	Number				
				2013-14	2014-15	2015-16	2016-17	2017-18
1	B.Yoganath Singh	Action Research in Key thematic areas	Service Level Benchmarking		1			
2			Sakala			1		
3			RTI				1	
4			Urban Poverty					1
5		e-lecturers / e-learning materials	Service Level Benchmarking	1				
6			Quality Management					
7		Hand books on key areas of Government	Handbook on identified Training topics			1	1	1
8		Case studies	Case Studies on Identified Topics			2	2	2
9		Training Manuals	SLB		1			
10			Sevottam			1		
11		Training Designs	On the Identified areas of training		Updation			
12		Impact evaluation studies	On the Identified areas of training	External Agency	External Agency	External Agency	External Agency	External Agency
13		Short Films & Audio Visuals	On the Identified areas of training		1	1	1	1
<b>Total</b>				<b>1</b>	<b>3</b>	<b>6</b>	<b>5</b>	<b>5</b>

SL No	Name of the Faculty Sri/Smt/Dr.	Area	Topic	Number				
				2013-14	2014-15	2015-16	2016-17	2017-18
1	B.S.Shankar	Action Research in key thematic areas	a. Urban Governance on 74th Impact Assessment at Corporation	-	1	-	-	-
2			b. Revenue Improvement on SAS at Selected ULBs	-	-	1	-	-
3			C. Urban Reforms Initiative at Selected ULBs	-	-	-	1	-
4			D. A Study on Ward Shaba's and Ward Commits at Corporation	-	-	-	-	1
5		e-lecturers / e-learning materials	a. Municipality meeting	-	1	-	-	-
6			b. Urban Reforms	-	-	1	-	-
7			c. Good Urban Governance	-	-	-	1	-
8			d. Strengthening Urban Governance	-	-	-	-	1
9		Hand books on key areas of Government	Handbook on identified Training topics	1	1	1	1	1
10		Case studies	Case Studies on Identified Topics	2	2	2	2	2
11		Training Manuals	Urban Reforms	-	1	-	-	-
12			Good Urban Governance	-	-	1	-	-
13		Training Designs	On the Identified areas of training	update	update	update	update	Update
14		TNA Studies	On the Identified areas of training	-	modify	-	modify	-
15		Impact evaluation studies	On the Identified areas of training	external agency	external agency	external agency	external agency	external agency
16		Short Films & Audio Visuals	On the Identified areas of training	-	1	1	1	1
			<b>Total</b>	<b>3</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>6</b>

SL No	Name of the Faculty Sri/Smt/Dr.	Area	Topic	Number				
				2013-14	2014-15	2015-16	2016-17	2017-18
1	Christina Kantharaj	Action Research in key thematic areas	1. Documentation of Slum Free Cities	1	-	-	-	-
2			2. Impact study on Pourakarmikas Training - 4 CMC's in 4 Revenue Divisions	-	1	-	-	-
3			3. Evaluation of Performance of Office Managers and FDA in Selected 2 Divisions	-	-	1	-	-
4			4. A Study of Store and Record Management in selected CC	-	-	-	1	-
5			5. As Identified	-	-	-	-	1
6		e-lecturers / e-learning materials	1. Effective Office Management	1	-	-	-	-
7			2. Store and Record Management	-	1	-	-	-
8		Hand books on key areas of Government	Template on of New Pensions	1	-	-	-	-
9			Guide book on Record Room Management	-	1	-	-	-
10			Template on Court Case Compliances	-	-	1	-	-
11			Template on LA / LC Questions pertaining to UDD	-	-	-	1	-
12		Case studies	On Identified Training areas	2	2	2	2	2
13		Training Manuals	On Identified Training areas	1	1	1	1	1
14		Training Designs	On Identified Training areas	Update every year				
15		TNA Studies	On Identified Training areas	Update every year				
16		Impact evaluation studies	3 <sup>rd</sup> Party or outside agency	1	1	1	1	1
17		Short Films & Audio	Do's and Don'ts on Office procedure	-	1	-	-	-
18			Preparation of Pension Record procedures	-	-	1	-	-
19			Quiz on KM Act	1	-	-	-	-
			<b>Total</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>

SL No	Name of the Faculty Sri/Smt/Dr.	Area	Topic	Number				
				2013-14	2014-15	2015-16	2016-17	2017-18
1	C Ashok	Action Research in key thematic areas	1. Street vender –Urban livelihood (a case study of Bijapur and Mysore Heritage cities	1	-	-	-	-
2			2. 15 years developments of SJSRY programme (a case study of Shriragnpattana and Nanjanagodu ULB	-	1	-	-	-
3			3. The role of CBOs participation in implementation of ULP	-	-	1	-	-
4			4. Performance evaluation of Accountants	-	-	-	1	-
5			5. Participation of Women’s ERs in decision making in ULBs activities	-	-	-	-	1
6		E-lecturers / E-learning materials	1. Accountants	1	-	-	-	-
7			2. E-marketing	-	1	-	-	-
8			3. Convergence	-	-	1	-	-
9			4. Thrift and credit Federation	-	-	-	1	-
10			5.CDS	-	-	-	-	1
11		Hand books	1.Reading material updating	1	1	1	1	1
12		Case studies/Best practices	1.Documentation of Women entrepreneur under SJSRY success stories	2	2	2	2	2
13		Training Manuals	1. Accountants	1	-	-	-	-
14			2. Convergence plan	-	1	-	-	-
15			3. Thrift and credit Federation	-	-	1	-	-
16			4. CDS	-	-	-	1	-
17		Updating of Training Designs	On Identified Areas	As an when required				

Continued...)

18		TNA Studies	On Identified Areas	As an when required				
19		Impact evaluation studies	1. UPA	-	1	-	-	-
20			2. RTI	-	-	1	-	-
21			3. Right to services	-	-	-	1	-
22			4. Skill Development Agencies in ULBs	-	-	-	-	1
23		Short Films & Audio Visuals	1. Success Stories of Urban Women entrepreneur (Under SJSRY)	-	1	-	-	-
			<b>Total</b>	<b>6</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>6</b>

SL No	Name of the Faculty Sri/Smt/Dr.	Area	Topic	Number				
				2013-14	2014-15	2015-16	2016-17	2017-18
1	N. Deepa & Sowmya	Action Research in key thematic areas	Gender Equity Traing Programme Impact in ULBs	1	-	-	-	-
2			Impact studyon Solid Waste Management Traing. In TMC's of Karnataka	-	1	-	-	-
3			Gender Equity in Urban Governance	-	-	1	-	-
4			Women and Child Health in Urban Progrmmes and the Impact	-	-	-	1	-
5			Urban Environment and ULB's Role	-	-	-	-	1
6		e-lecturers / e-learning materials	Water and Sanitation System inUrban India	1	-	-	-	-
7			Gender Sensitization	-	1	-	-	-
8			Human Right and Equity	-	-	1	-	-
9		Hand books on key areas of Government	Solid Waste Management	1	-	-	-	-
10			Water and Sanitation System inUrban India	-	-	-	-	-
11			Sustainable Environment Management	-	1	-	-	-
12			Gender Sensitization	-	-	1	-	-
13			Stress and Time Management in ULB's	-	-	-	1	-
14			Workshop on Gender and Development for Women Elected Representatives	-	1	-	-	-
15			Capacity Building of MPCB personnel for Pollution Management	-	-	1	-	-
16			Human Rights and Equity	-	-	1	-	1
17		Case studies	Solid Waste Management	5	2	2	2	2
18			Gender Issues and Harasmment	-	-	3	3	3



Continued...)

19			Sustainable Environment Management		3	3	3	3
20		Training Manuals	On Identified Training areas	1	1	1	1	1
21		Training Designs	On Identified Training areas	1	1	1	1	1
22		TNA Studies	On Identified Training areas	1	1	1	1	1
23		Impact evaluation studies	3rd Party or outside agency	1	1	1	1	1
24		Short Films	Sustainable Environmental Management	-	1	-	-	-
25			Human Right and Equity	-	-	1	-	-
<b>Total</b>				<b>12</b>	<b>14</b>	<b>18</b>	<b>14</b>	<b>14</b>

Urban Transport & Town Planning Cell								
SL No	Name of the Faculty Sri/Smt/Dr.	Area	Topic	Number				
				2013-14	2014-15	2015-16	2016-17	2017-18
1	Narayana Sastry & Geetha.A	Action research in key thematic areas	Comparative analysis of Unified Metropolitan Transport Authorities in India	1	-	-	-	-
2			Evaluation of housing institutions, programmes and schemes in Karnataka	-	1	-	-	-
3			Evaluation of Vendor Policy	-	1	-	-	-
4			Amended land Acquisition Act and its implication on Urban poor	-	-	1	-	-
5			Pedestrian oriented planning - case study of Mysore	-	-	1	-	-
6			Integrating eco friendly concepts in Master Plan	-	-	-	1	-
7			Creating barrier free environment in public buildings of Mysore	-	-	-	-	1
8		e-lectures/ e-learning materials	Town Planning Schemes	-	1	-	-	-
9			Residential layout planning	-	-	-	1	-
10			Housing Institutions, programs and Schemes in Karnataka	-	-	-	-	1
11		Handbook on key areas of Government	Heritage conservation & planning	-	1	-	-	-
12			Street Vendor Policy	-	-	-	1	-
13		Case studies	Urban transport	-	1	1	1	1
14			Heritage planning	-	-	1	1	1
15			District Plan	-	-	-	-	1
16		Training Manuals	Comprehensive mobility plan	-	-	1	-	-
17			Master Plan preparation using GIS applications	-	-	-	1	-

Continued...)

18		Training Designs		update every year				
19		TNA	Urban transport	1	update			
		studies						
20			Heritage sensitive planning		1	update		
21			District Planning	-	-	-	1	update
22		Impact evaluation studies		-	1	1	1	1
23		Short films and Audio Visuals		-	-	1	1	1
<b>Total</b>				<b>2</b>	<b>7</b>	<b>7</b>	<b>9</b>	<b>7</b>

Sl. No	Name of the Faculty	Years				
		2013-14	2014-15	2015-16	2016-17	2017-18
1	Sri. T.S Nagaraju	7	6	7	6	7
2	Sri B.Yoganath Singh	1	3	6	5	5
3	Dr.B.S.Shankar	3	7	7	6	6
4	Dr.Christina Kantharaj	8	8	7	6	5
5	Sri. C Ashok	6	8	7	7	6
6	Smt. N. Deepa & Smt. Sowmya	12	14	18	14	14
7	Prof. Narayana Sastry & Smt. Geetha.A	2	7	7	9	7
<b>Total</b>		<b>39</b>	<b>53</b>	<b>59</b>	<b>53</b>	<b>50</b>

Perspective Plan for Faculty Deployment							
SL No	Name of the Faculty Shri/Prof/Smt/Dr.	Discipline	No. Faculty Requirement (Including Guest Faculty)				
			2013-14	2014-15	2015-16	2016-17	2017-18
1	T.S Nagaraju	Engineering	22	22	22	22	22
2		Project Management	8	8	8	8	8
3		Contract management	6	6	6	6	-
4		Administration	6	-	-	6	-
<b>Total</b>			<b>42</b>	<b>36</b>	<b>36</b>	<b>42</b>	<b>30</b>
1	B.Yoganath Singh	Service Level Benchmarking	4	4	4	4	4
2		Sevottam & QMS	3	3	3	3	3
3		Citizen Charter & Sakala	2	2	2	2	2
<b>Total</b>			<b>9</b>	<b>45</b>	<b>45</b>	<b>51</b>	<b>39</b>
1	B.S.Shankar	Urban Administration	10	10	10	10	10
2		Urban Governance	8	8	8	8	8
3		Municipalites Meetings	10	10	10	10	10
<b>Total</b>			<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>
1	Christina Kantharaj	Group C Training Guest Faculty/ Resource Persons	30	-	-	-	-
		Working and Retired Officers					
		Principals Vice Principals and Instructors of DTI					
		Subject Experts					
		Selected Elected Representatives					
2	Christina Kantharaj	Group D Training Guest Faculty/ Resource Persons	-	60	-	-	-
		Health Inspectors					
		Environment Engineers					
		Community Affairs Officers					
		Community Organizers					
<b>Total</b>			<b>30</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>

SL No	Name of the Faculty Shri/Prof/Smt/Dr.	Discipline	No. Faculty Requirement (Including Guest Faculty)				
			2013-14	2014-15	2015-16	2016-17	2017-18
1	C Ashok	Group D Training Guest Faculty/ Resource Persons	-	30	-	-	-
2		Environment Engineers	-		-	-	
3		Community Affairs Officers	-		-	-	
4		Community Organizers	-		-	-	
<b>Total</b>				<b>30</b>			
1	N. Deepa & Sowmya	Water and Sanitation System in Urban India	10	10	10	10	10
2		Sustainable Environment Management	10	10	10	10	10
3		Urban Disaster Management	8	8	8	8	8
4		Gener Sensitization	10	10	10	10	10
5		Stress and Time Management in ULB's	10	10	10	10	10
6		Human Right and Equity	10	10	10	10	10
7		Training on Gender and Development for Women Elected Representatives	8	8	8	8	8
8		Capacity Building of MPCB personnel for Pollution Management	10	10	10	10	10
<b>Total</b>			<b>76</b>	<b>76</b>	<b>76</b>	<b>76</b>	<b>76</b>
<b>Urban Transport &amp; Town Planning Cell</b>							
1	Narayana Sastry & Geetha.A	GIS	10	10	10	10	10
2		Urban land issues	12	12	12	12	12
3		Urban Transport	12	12	12	12	12
4		Heritage Planning	12	12	12	12	12
5		District Planning	10	10	10	10	10
<b>Total</b>			<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>	<b>56</b>
<b>Grand Total</b>			<b>241</b>	<b>331</b>	<b>241</b>	<b>253</b>	<b>229</b>

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<b>Abstract</b>						
<b>Sl. No</b>	<b>Name of the Faculties</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
1	Sri. T.S Nagaraju	42	36	36	42	30
2	Sri B.Yoganath Singh	9	45	45	51	39
3	Dr.B.S.Shankar	28	28	28	28	28
4	Dr.Christina Kantharaj	30	60	0	0	0
6	Sri. C Ashok	0	30	0	0	0
7	Smt. N. Deepa & Smt. Sowmya	76	76	76	76	76
5	Prof. Narayana Sastry & Smt. Geetha.A	56	56	56	56	56
<b>Total</b>		<b>241</b>	<b>331</b>	<b>241</b>	<b>253</b>	<b>229</b>

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