



HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURUGRAM

FACULTY SERVICE BYE-LAWS 2018

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Faculty Service Bye Laws-2018

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URGENT

From

The Chief Secretary to Govt. Haryana
Chandigarh.

To

Director General,
Haryana Institute of Public Administration,
HIPA Complex, Plot No. 76, Sector-18,
Gurugram (Fax No. 0124-2348452).

Memo No.- **19/21/2016-2Trg.**
Dated Chandigarh, the **30th July, 2018**

Subject:- HIPA Faculty Bye-Laws, 2018.

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Reference D.O. No. 347/D.G.HIPA dated 22.03.2016 from Director General, Haryana Institute of Public Administration (HIPA), Gurugram and subsequent corresponds on the subject noted above.

2. The competent authorities have approved the HIPA **Faculty Bye-Laws, 2018**. A duly attested copy of the said Bye-Laws is forwarded herewith.
3. These Bye-Laws shall come into force with immediate effect.



Superintendent Training,
for Chief Secretary to Govt., Haryana. ²⁰¹
30.7.18

Endst. No. **19/21/2016-2Trg.**

Dated Chandigarh, the **30th July, 2018**

A copy is forwarded to the Principal Secretary to Govt., Haryana, Finance Department (in **F.G.-I Branch**) w.r.t his U.O. No. **12/64/2000-5FG-I/7749(18)** dated 11.04.2018 & **12/25/2013-5FG-I/1548** dated 06.07.2018 for information.

- sd -

Superintendent Training,
for Chief Secretary to Govt., Haryana.

Handwritten notes and signatures:
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Faculty Service Bye Laws -2018

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURUGRAM

(Society registered under the Societies Registration Act XXI of 1860)

Preamble

In exercise of the powers conferred by Clause VIII & X (ii)(b) in the Memorandum of Association & Rules, 1983 of the Haryana Institute of Public Administration and all other powers enabling it, and the powers delegated to it by the General Body of the Institute in this behalf, the Executive Council hereby adopt the following Bye-laws regulating the recruitment and conditions of service of the Faculty members appointed and to be appointed to various posts in the service of the Institute.

PART I – GENERAL


1. Short Title, Commencement and Application

- (i) These Bye-laws may be called the Haryana Institute of Public Administration Faculty Service Bye-laws, 2018.
- (ii) They shall come into force w.e.f. July 1, 2018 or date of publication which ever is later.
- (iii) The Faculty Service Bye-laws shall apply to all posts of Faculty members given in Schedule A (I) to these Bye-laws and any additional posts duly created by the Executive Council with approval of the state Govt.

2. Definitions

In these rules, unless the context otherwise requires:

1. "Appointing Authority" means the authority empowered to make appointments to any faculty post.
2. "Chairman" means the Chairman of the Executive Council of the Haryana Institute of Public Administration.
3. "Course Director" means a Faculty member who is in-charge of conducting a training course. "Additional Course Director" means a Faculty member appointed by the Director on the recommendation of the Course Director to assist the latter for conducting a training course.
4. "Deputation" in relation to appointment means being appointed to a post at the Haryana Institute of Public Administration by deputation from any Department, Statutory Board, Government Undertaking or other Agency wholly or partially controlled by State Government or the Government of India; or from any recognized University or recognized Institute.
5. "Direct Recruitment" means an appointment made directly by the Haryana Public Service Commission.
6. "Director" means the Director or Director General of the Haryana Institute of Public Administration.


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7. "Executive Council" refers to the body created by the same name under Rule IX of the Memorandum of Association.
8. "Faculty Group" refers to one or more posts belonging to a broad group of related specializations in different spheres of administration as contained in Schedule C.
9. "Faculty member" means a member of a faculty group of the Institute.
10. "Faculty Training Coordinator" means a Faculty member chosen for coordinating training activities besides herself/himself undertaking training and research activities.
11. "Foreign Service" means service for which an employee receives, with the approval of the Appointing Authority, her/his pay and/or allowances from any source other than the funds of the Institute.
12. "Government" means the Government of Haryana in the Training Department.
13. "Honorarium" means a temporary or occasional payment granted to a Faculty member as remuneration for special work of a temporary or occasional character.
14. "Institute" means the Haryana Institute of Public Administration.
15. "Post" means a post sanctioned by the Executive Council with the approval of the State Govt. from time to time.
16. "Recognized Institute" means any school or Institution recognized by the Haryana Government.
17. "Recognized University" means:
 - a) Any University incorporated by Law in India, or
 - b) Any other University which is declared by Government to be a recognized University for the purpose of these Bye-laws.
18. "Review Committee" means the Committee constituted under these Bye-laws for reviewing cases of Faculty members for their retention in service beyond the age of 50 or 55 and taking appropriate decisions with regard thereto, in accordance with the applicable Haryana Civil Service Rules.
19. "Schedule" means a schedule to these Bye-laws.
20. "Screening Committee" means the Committee constituted under these Bye-laws for making promotions from the basic scale of an Assistant Professor to the senior-scale and from the senior-scale to the selection-grade.
21. "Selection Committee" means the Committee constituted under these Bye-laws for making selection for contractual appointments to a post of the Institute.
22. "Senior Administrative Officers" refers to the posts of Executive Director/Additional Director, Joint Director, Chief/Senior Accounts Officers, Principals of the Divisional Training Centres, Additional/Joint/Deputy Excise & Taxation Commissioner (of the Excise & Taxation School) and Excise & Taxation Officer; the incumbents whereof undertake training activities along with administrative duties and any other such posts of trainers which may be created by the State Government, from time to time, for training-cum-administration by selection from the administrative services of the Haryana State.
23. "Service" means the Haryana Institute of Public Administration Faculty Service.
24. "Special Posts" are posts funded by an external agency (e.g. Government of India or Government of Haryana or any other organization involved in or supporting academic, training or research activities) for a specified period created by an agreement between the Appointing Authority and a given agency duly approved by the State Government.


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25. "Termination" means ceasing to serve as a Faculty member under the conditions of the Faculty Service Bye-laws or a contract entered into between the Appointing Authority and a Faculty member otherwise than on dismissal or retirement.
26. "Transfer" in relation to appointment means absorption of a person already on deputation to the Haryana Institute of Public Administration after the Selection Committee deems the said person to be fit for absorption in writing.

PART II – RECRUITMENT & CONDITIONS OF SERVICE

3. Constitution of the Service

The Service shall comprise of the posts shown in Schedule A(I) to these Bye-laws.

Provided that nothing in these Bye-laws shall affect the inherent right of the Executive Council, with the approval of the State Government, to make additions to, or reduction in, the number of such posts or to create any new post, with different designations and scales of pay, either permanently or temporarily or to approve the creation of "Special Posts" with the concurrence of the Finance Department. HIPA shall take approval of Government for creation of any posts. A list of such posts is shown in Schedule A (II).

4. Nationality, Domicile and Character

(1) No person shall be appointed to any post in the service, unless she/he is:

- a) a citizen of India, or
- b) a subject of Nepal, or
- c) a subject of Bhutan, or
- d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, Zanzibar, Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Selection Committee but the offer of appointment shall be given only after the necessary eligibility certificate has been issued to her/him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless she/he produces certificate of character from the principal academic officer of the university, college, school or institute last attended, if any, and similar certificate from two other responsible persons, not being her/his


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relatives who are well acquainted with her/him in her/his private life and are unconnected with her/his university, college, school or institute last attended.

5. Age

No person shall be appointed to any post in the service by direct recruitment who is less than 21 years or more than 42 years for the post of Assistant Professor, 45 years for the post of Associate Professor and 50 years for the post of Professor on or before the 15th day of the month preceding the last date of submission of application to HIPA provided that candidates belonging to reserved categories shall be allowed relaxation in maximum age as per the policy of Government of Haryana applicable to equivalent posts.

6. Appointing Authority

- a. Appointment to the regular post in the Service shall be made by the Director of the Haryana Institute of Public Administration through Haryana Public Service Commission.
- b. Contractual appointment shall be made by Director with the approval of Executive Council.

7. Qualifications

No person shall be appointed to any post in the Service unless she/he is in possession of qualifications and experience specified in Schedule B to these By-laws.

8. Disqualification

No person, -

- a. Who has entered into or contracted a marriage with a person having a spouse living, or
- b. Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service; provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this Clause.

9. Method of Recruitment

Recruitment to the service shall be made:-

- (i) As a general norm by direct recruitment through Haryana Public Service Commission; or
- (ii) Recruitment on contract basis by Executive Council.
- (iii) In exceptional cases, to be determined in writing by the Appointing Authority with the approval of the Chairman, by deputation of a person already in the service of any recognized University or recognized

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Institute in the identical or higher pay scale;

Provided that for the post of Associate Professor and Assistant Professor such a person should have a minimum experience of 15 years and 5 years respectively.

or

- iv. In exceptional cases, to be determined in writing by the Appointing Authority with the approval of the Chairman, by transfer or absorption of a Faculty member already on deputation with the Haryana Institute of Public Administration.
- v. All persons recruited against sanctioned posts under sub Clause (ii) shall be on contract for a period of one year at a time, extendable up to 5 years. The performance of such a person shall be annually reviewed by the Executive Council for a period of 3 years. The Council may extend the term up to 5 years subject to the performance being graded consistently as 'good'. If the Council is of the view that the performance has been consistently graded as 'very good' or above based on API grading, and such person possesses the requisite minimum qualification, her/his services may be further extended.
- vi. The Executive Council may recruit suitable and qualified persons against the sanctioned posts on a contractual basis. The Executive Council may also extend the period of such contact. For all regular appointments on a permanent basis, HIPA will go through Haryana Public Service Commission. As far as regularization of contract positions/employees is concerned, HIPA will adopt the extant Regularization Policy that is in operation at that time.
- vii. Qualification and experience required for direct recruitment of faculty members are as prescribed in Schedule B Part I read with Part II of these Bye-laws.


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10. Visiting Faculty

The Director may, with the prior approval of the Chairman, appoint distinguished academicians or administrators of not less than 20 years service in such positions as Visiting Faculty for a period on retainership basis and on such conditions as approved by the Chairman and their parent organizations. The Visiting Faculty may take classes and work as Course Directors, but shall not be employees of the Institute. They may continue to retain their employment with their parent organization. In addition to Visiting Faculty, HIPA may also engage Adjunct Faculty for Faculty development on the pattern of Management Development Institute, Gurugram, with permission of Chairman.

11. Probation

1. Persons appointed to any post in the Service on regular basis shall remain on probation for a period of 2 years; provided that a person appointed to the service in the Institute by transfer shall also have a period of probation of 2 years.
2. On the completion of the period of probation of a person, the appointing

authority may:-

- a. If her/his work and conduct during the period of probation has, in its opinion, been satisfactory, confirm such person in service; or
- b. If her/his work or conduct during the period of probation has, in the opinion of the appointing authority, been not satisfactory, it may, -
 1. dispense with her/his services; or
 2. extend her/his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation provided that the total period of probation including extension, if any, shall not exceed 3 years.

12. Seniority

Seniority *inter se* amongst members of the Service shall be determined by the length of continuous service on regular basis on any post within each Faculty Group. The various Faculty Groups are based on broad groups of related specializations in different spheres of administration and are given in Schedule C.

Provided that in the case of two or more members appointed on the same date, their seniority shall be determined as follows, -

- (a) a member appointed by direct recruitment shall be senior to a member appointed by transfer, and
- (b) in the case of members appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in her/his previous appointment and if the rates of pay drawn are also the same, then by the length of their service on regular basis and if the length of such service is also the same, the older member shall be senior to the younger member.

Provided further that for the purpose of this Clause, the length of service shall be reckoned from the date of issue of appointment order and not the date of joining.

13. Liability to serve

- (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.
- (2) A member of the service may also be deputed to serve under:
 - (i) a company, an association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority within the State of Haryana.
 - (ii) the Central Government or a recognized institute wholly or substantially owned or controlled by the Central Government or any other State Government on its request; or


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- (iii) be sent on foreign service to a UN agency, World Bank or Asian Development Bank.

Provided that no member of the Service shall be deputed to serve the Central Government, a recognized organisation/institute wholly or substantially owned or controlled by it, any other State Government or a UN agency or any organization or body referred above except with her/his consent and the approval of the Chairman.

14. Pay and other Service Conditions

a) Pay

- i. The pay Scale of the Faculty posts will be as determined by the Executive Council. The present scales of pay have been indicated in Schedule A, which are UGC scales as adopted by the Department of Higher Education of Haryana for Universities established by the Government of Haryana.
- ii. A Faculty member shall on his appointment to a post in a functional pay scale, draw pay at the minimum of the functional pay scale unless the Selection Committee decides that she/he shall draw pay at any higher point in the scale. The faculty of the Institute shall also be entitled to such perquisites as decided by the Executive Council from time to time.
- iii. The Selection Committee may grant additional increments for those who are recruited as Associate Professors or Professors through direct recruitment with due consideration to higher merit, high number of research publications and experience at the appropriate level.
- iv. The pay of persons, who are reemployed after retirement, shall be fixed in accordance with the rules as applicable to the Haryana Government employees from time to time.
- v. Faculty members appointed on contract basis will be paid fixed contractual amount which shall be determined by the Executive Council. The other terms and conditions shall be at par with similarly placed contractual employees of the Government of Haryana.

b) Leave

The Faculty members shall be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time.

c) Compensatory Allowances

The Compensatory allowances, such as House Rent Allowance, Travelling Allowance, Fixed Medical Allowance, Children's Education Allowance, etc. of Faculty members shall be governed by the same rules in this regard as are applicable to the Haryana Government employees from time to time.

d) Leave Travel Concession

The Faculty members shall be governed by the same rules in this regard as are applicable to the Haryana Government employees from time to time.


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f) Retirement & other benefits

(i) Employees Provident Fund:

Every Faculty member shall be entitled to the benefit of EPF. The EPF shall be regulated in accordance with relevant rules under the EPF Act as applicable from time to time.

(ii) Death-cum-retirement gratuity:

Every Faculty member working on regular basis shall be entitled to the payment of Death-cum-retirement gratuity (DCRG) on the same terms and conditions as may be applicable to the Haryana Government Employees from time to time. Further, matters relating to release, withholding or recovery of death-cum-retirement gratuity shall be governed by the same rules in this regard as are applicable to the Haryana Government Employees from time to time. The powers with regard to release will be with the Director and for withholding or recovery will be with the Chairman of the Executive Council.

(iii) Leave Encashment:

Every Faculty member shall be governed by the same rules in this regard as are applicable to Haryana Government employees from time to time.

(iv) Ex-gratia:

Every Faculty member shall be governed by the same rules in this regard as are applicable to the similarly placed employees of Haryana Government from time to time.

g) Loans and Advances

The Faculty members may be given loans on the pattern of the employees of Haryana Government, as determined by the Executive Council from time to time, for the following bona fide purposes:

- i. House Building Loan
- ii. Marriage Loan
- iii. Vehicle Loan
- iv. Computer Loan

All loans and advances shall be governed by applicable Haryana Civil Services rules and government instructions.

h) Other Service Conditions

The Faculty members shall be governed by the decisions of the Executive Council in respect of any service condition not expressly provided under these Bye-laws. In the absence of such decision, they shall be governed by the rules or


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instructions as are applicable to the Haryana Government employees from time to time. The powers to relax any rule shall vest with the State Government.

15. Career Advancement Scheme for Faculty Members

- (i) A faculty member joining as Assistant Professor shall be placed in the Pay Band 3 with Rs. 6000 Grade Pay (Schedule A).
- (ii) An Assistant Professor with completed service of four years, possessing Ph.D. Degree in the relevant discipline shall be eligible for moving up to Pay Band 3 with Rs. 7000 Grade Pay.
- (iii) Assistant Professors possessing M.Phil. Degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M./M.Tech., etc. shall be eligible for Pay Band 3 with Rs. 7000 Grade Pay after completion of five years service as Assistant Professor.
- (iv) Assistant Professors who do not have Ph.D. or M.Phil. or a Master's Degree in the relevant Professional course shall be eligible for Pay Band 3 with Rs. 7000 Grade Pay only after completion of six years' service as Assistant Professor.
- (v) Assistant Professors with completed service of five years at the Pay Band 3 with Rs. 7000 Grade Pay shall be eligible, subject to other requirements laid down in Schedule B to move up to the Pay Band 3 with Rs. 8000 Grade Pay.
- (vi) Assistant Professors completing three years of teaching/training in the Pay Band 3 with Rs. 8000 Grade Pay shall be eligible, subject to other conditions, as laid down in Schedule B to move to the Pay Band 4 with Rs. 9000 Grade Pay and to be designated as Associate Professor. She/he must possess Ph.D. Degree for getting the designation of Associate Professor. However, scale of pay of Associate Professor may be given to those who do not possess this degree.
- (vii) Associate Professor completing three years of service in the Institute in the Pay Band 4 with Rs. 9000 Grade Pay and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be designated as Professor and shall be placed in Pay Band 4 with Rs. 10000 Grade Pay, subject to the other requirements laid down in Schedule B of these Byelaws. No faculty other than those with a Ph.D. shall be appointed or designated as Professor.
- (viii) The career advancement at any stage shall be subject to the faculty member consistently getting "good" grading or above, as laid down in Clause 22.
- (ix) Career Advancement Scheme promotions being a personal promotion to the incumbent Faculty Member holding a substantive sanctioned post, on superannuation or termination of the services in any manner of the individual incumbent, the said post shall revert back to its original cadre.

16. Role and Duties of the Director

The Director shall be the Principal Executive & Training Officer and Member-Secretary of the Executive Council and is expected to guide the Institute towards


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excellence in training and research on the one hand and towards becoming the think-tank of the Government in relation to policy research and impact assessment on the other hand. In keeping with the provisions of the Memorandum of Association and Rules of HIPA, the duties of the Director are briefly enumerated below:

- (i) Guiding the faculty towards making the training more practical and functional while maintaining its theoretical foundation;
- (ii) Ensuring that the training is carried-out in an interactive mode and has a substantive element of experience-sharing and sensitivity analysis;
- (iii) Facilitating research in key areas of administration;
- (iv) Assessing the impact of Government policies and programmes;
- (v) Providing policy alternatives to Government in critical areas of administration;
- (vi) Maintaining a warm rapport with the Trainees;
- (vii) Ensuring continuous improvement in the quality of courses by fine-tuning them to the felt needs of Government Departments, Statutory Boards, Government Undertakings and major Agencies controlled/substantially funded by the Government;
- (viii) Ensuring a high-quality of administration;
- (ix) Building an interface with civil society through training of elected representatives, entrepreneurs and NGOs;
- (x) Promoting a spirit of entrepreneurship in the State; &
- (xi) Providing leadership in the area of good governance.

Besides the discharge of the above duties, the Director shall work as Course Director for a minimum of thirty days, prepare a case study and guide one research study on an annual basis.

17. Duties of the Course Director

It will be the duty of each Course Director to take all necessary steps to make a success of her/his course. In this regard, the following duties are enjoined on each Course Director:-

- (i) The Course Director shall develop a Course Design in terms of: (a) Clear-cut objectives, (b) Sequenced topics for constituting the course content, (c) Interactive Training Methodology, (d) Feedback of every session in an appropriate format to be collected daily, (e) Course Reading Material along with practical exercises and group-study topics as per the requirement of the course, (f) Expected learning outcomes of trainees and (g) Method for evaluating the performance of trainees.
- (ii) The Course Director shall undertake the writing of a Core Paper on the main theme of the Course.
- (iii) The Course Director shall ensure that in case there are any Acts, Rules or Govt. Instructions relevant to the course, suitable copies/extracts of the same are provided to the trainees.
- (iv) The Course Director shall also ensure that the performance of Haryana in relation to relevant schemes on the subject are duly discussed during various lectures in the context of the performance other states of India and a few leading developing countries which have had a good track record in the


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relevant field.

- (v) At least one third of the lectures in the Course shall be by the in-house faculty with the Course Director playing a leadership role in this regard. Keeping in view the specialisation of the course, Director may give exemption from this limit.
- (vi) The Course Director shall ensure that the Guest Faculty has a balanced representation from (a) eminent Academicians, (b) experienced civil servants and reputed representatives of NGOs.
- (vii) The Course Director shall send the course design to the Director at least four weeks before the scheduled date of the course along with a list of the proposed Guest Faculty to be invited giving a brief bio-data of each guest speaker. The Director may then interact with the Course Director with a view to striking a desirable balance between Academicians, Civil Servants and Representatives of NGOs.
- (viii) The Course Director shall send the Core Paper prepared by her/him for the course along with the course reading material at least a week before the scheduled date of the Course.
- (ix) The Course Director shall submit her/his report on the course to the Director/Director General along with evaluation of trainees within two weeks of the end of the Course.
- (x) The Course Director shall address letters to Heads of Departments, Heads of Boards, Corporations and other Govt. supported Agencies related to the central theme of his course at least one month before the scheduled date of the course. Further, the Course Director shall follow up each initial letter with weekly reminders/telephone calls as well as a personal visit (if required) to ensure that at least 15 nominations are received for the Course at least two weeks before the scheduled date of the course.
- (xi) Any other duties assigned by the Director.

For programmes of 5 days or longer duration, the Director may appoint one or more Additional Course Directors who shall assist the Course Director in the discharge of her/his duties.

18. Duties of the Faculty Training Coordinator (FTC)

The Director shall appoint one of the existing faculty members with at least 10 years experience in the Institute as Faculty Training Coordinator (FTC). The FTC will be an integral part of the Training Branch and shall perform the following duties:-

- (i) The FTC shall maintain liaison with all the Course Directors and ensure that the time schedule indicated in the preceding section is followed by each Course Director.
- (ii) The FTC shall ensure that persons from her/his branch shall get the Feedback Forms for each session filled by the trainees on a daily basis. The said forms will be analyzed by the Training Branch and results submitted to the Course Director within a week of the end of the Course.
- (iii) The FTC shall maintain a Data Bank of Guest Faculty subject-wise as well as sir name-wise involving information relating to:
 - a) Educational qualifications along with institutions from which they were


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- secured;
- b) Topics of M.Phil. and Ph.D. dissertations in case of Academicians and other if they possess such a qualification;
 - c) References of major books and articles authored by each guest Faculty member;
 - d) Administrative or supervisory positions held;
 - e) Title of leading papers presented at national and international seminars;
 - f) Areas of interest; and
 - g) Any other achievement which a guest Faculty member would like to mention.
- (iv) The FTC shall analyse the Report of the Course Director and submit it to the Director with her/his comments within one week of its receipt.
 - (v) The FTC shall send the Course Report to the Department of Personnel & Training, Government of India or any other course-sponsoring agency (where required) within one week of its receipt from the Director/Director General.
 - (vi) The FTC shall maintain constant liaison with the nodal officer for training & research of each department and every major board, corporation or agency substantially supported by the Government.
 - (vii) The FTC along with the other faculty members shall conduct a 'Training Needs Analysis' (TNA) of various departments & agencies with the nodal officers on a continuing basis with a view to fine-tuning the training programmes to the felt needs of our clients.
 - (viii) The FTC shall continuously follow the 'Systematic Approach to Training' (SAT) in collaboration with faculty members and nodal officers in terms of making the courses more need-focused; more practical exercises oriented; more interactive in terms of syndicate reports; more sensitivity analysis-based in terms of group discussions subsequently analyzed by experts; and more impact assessment-based in terms of actual implementation of new management approaches in the operations of selected departments consequent to training.
 - (ix) The FTC shall prepare the draft 'Annual Training Report' of HIPA and submit it to the Director by the last working day of February of every year.
 - (x) The FTC shall prepare the 'Draft Training Calendar' for the next financial year and submit it to the Director by the 7th February of every year.
 - (xi) The FTC shall facilitate the training process in every possible manner for ensuring continuous improvement in the quality of training.
 - (xii) Any other duty assigned by the Director, HIPA.

19. Minimum Annual Productivity Standards for Senior Administrative Officers

Senior Administrative Officers posted at HIPA shall also undertake the following faculty-related training duties:

- (i) 40 training days in the capacity of Course Director/ Faculty, except the Principals of DTCs;
- (ii) One Research Project;
- (iii) Preparation of one Case Study; and


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- (iv) Round-the-year work relating to administrative duties. The Training Courses, research activities and administrative duties of the senior administrative officers shall run concurrently.

Principals of the DTCs shall undertake at least 100 training days in districts.

20. Minimum Annual Productivity Standard for Faculty Training Coordinator (FTC)

The minimum annual productivity standard of the FTC shall be:

- (i) 40 training days in the capacity of Course Director,
- (ii) One Research Project;
- (iii) Three case Studies and
- (iv) Round-the-year work relating to coordination of training courses and research activities.

21. Minimum Annual Productivity Standards for Faculty Members

The minimum annual productivity standards for each Faculty member shall be measured in accordance with the Annual Performance Index (API) given in Schedule D. Every Faculty Member shall achieve a minimum of 800 points every academic year. The Executive Council and the Committees constituted under these Byelaws shall consider the performance of Faculty Members on the basis of API for the purpose of confirmation after probation period, extension of contract, extension beyond the age of 50/55, career progression and promotion to the next higher post.

22. Academic Performance Index (API)

- (i) All the Faculty members shall give their Self-filled API Proforma (Part A) about their performance during a given academic year in a documentary form and submit the same to the Head of the Department, if such a post exists, or to the Executive/Additional Director latest by 21st of April every year. The format of API Proforma is given at Schedule E.
- (ii) A Committee headed by the FTC shall verify the Self-filled API proforma to assess its correctness. The Director may nominate one or more officers of the Administration or Accounts department as members of the committee.
- (iii) Thereupon the Head of the Department or Executive Director/Additional Director of HIPA as the Reporting Officer shall record her/his remarks in Part B of the API and submit it to the Executive Director/Additional Director or Director, as the case may be, within 2 weeks of the receipt of Part A.
- (iv) For the purpose of grading the performance of the Faculty Members, the Head of the Department/ Executive Director/Additional Director shall use the following Grading Table.

S.No.	API Score	Grading
1	Below 800	Below Average
2	800 to 899	Good

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3	900 to 999	Very Good
4	1000 or above	Outstanding

- (v) In the case of faculty members who avails long leave of at least one month during the reporting year, the Reporting Officer shall take the leave period into account for awarding the grading and proportionately reduce the API score required.
- (vi) The Director as the accepting officer shall record her/his remarks in Part C of the API form.
- (vii) The Director and Executive Director/Additional Director may take into account the feedback from the participants for grading the faculty member's performance. API Score may be proportionately reduced if the feedback is less than 90 per cent weighted average score.
- (viii) Copy of the API Report shall be given to the faculty member concerned within two weeks after the Director records her/his remarks.
- (ix) Representations against entries in the API Report, if any, shall be made to the Director General, whose decision shall be final and binding.
- (x) If the faculty member does not submit the duly filled API proforma even after being reminded, an entry to this effect shall be made in the personal file of such member and the reporting officer shall record her/his observations and grading on the basis of available material.
- (xi) If the API Report is not written by the competent authority despite submission of API proforma by the faculty members it shall be graded according to the Grading Table as verified by the committee headed by the FTC.
- (xii) The Executive Council shall review the API criteria and grading system at such intervals as it deems necessary.


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23. Selection Committee

The Selection Committee is meant for the purpose of selection of Faculty members on contractual appointment and shall consist of the following members:

- (i) Chairman of the Executive Council as head of the Committee,
- (ii) A senior officer nominated by Chairman.
- (iii) Director, HIPA and
- (iv) Two subject-matter specialists on each subject, approved by the Chairman.

24. Review Committee

The Review Committee is meant for reviewing cases for retention of Faculty members after the age of 50 or 55 and shall consist of the following members:

- (i) Chairman of the Executive Council as head of the Committee,
- (ii) Director, HIPA and
- (iii) Director/Director General, Higher Education, Govt. of Haryana.

The Review Committee shall examine the record of each Faculty member prior to her/his attaining the age of 50 and 55 and take a decision with regard to retention of service in the best interests of HIPA. The decision of the Review

Committee to pre-maturely retire a Faculty member shall be final and in pursuance thereof, the Director, as the Appointing Authority, shall be competent to pass an appropriate order to give effect to the said decision.

25. Screening Committee

The Screening Committee is meant for assessing the suitability of Faculty Members for Career Progression and promotion to the next higher grade/post and it shall consist of the following members:

- (i) Director, HIPA as head of the Committee,
- (ii) Nominee of the Chief Secretary and
- (iii) Director/Director General, Higher Education, Govt. of Haryana.

On the basis of the recommendations of the Screening Committee and with the approval of the Chairman of the Executive Council, the appointing authority will promote a faculty member to the next higher grade/post as provided under Clause 15.

26. Eligibility for Higher Posts

A faculty member who is eligible by virtue of her/his qualifications and experience for the post of Associate Professor/Professor shall be permitted to appear for interview (by open advertisement for direct recruitment) for the said post. The Selection Committee shall consider his/her candidature along with open candidates appearing by virtue of advertisement.

27. Discipline, Penalty and Appeal

In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Haryana Civil Service (Punishment & Appeal) Rules, 2016 as amended from time to time;

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate/revisional authority of these bye-laws are as specified in Schedule F to these Bye-laws.

For the purpose of this Clause, the powers vested in the Government in the Haryana Civil Service (Punishment & Appeal) Rules shall be exercised by the Executive Council and all other references to the Government shall be construed as a reference to the Institute.

28. Vaccination

Every member of the service shall get herself/himself vaccinated and re-vaccinated if and when the Director so directs by a special or general order.

29. Oath of Allegiance

Every member of the service shall be required to take the oath of allegiance to India and to the Constitution of India.


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30. Conduct Rules

Unless otherwise provided in the Faculty Service Bye-laws, the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 as amended from time to time by the Government of Haryana shall apply to the Faculty members of the Institute including contractual employees.

31. Termination of Service

- (1) The service of a Faculty member on probation may be terminated by the Appointing Authority without assigning reasons, at any time during the period of probation, without notice.
- (2) The service of a Faculty member appointed for a specific period against a temporary post shall be terminated after the expiry of the said period.
- (3) The service of a faculty member including contractual Faculty members may be terminated by three months notice or on payment of pay and allowances for such period as the notice falls short of three months or without notice on payment of three months pay and allowances if the post to which she/he was appointed is abolished.

Note: - If such a faculty member remains willfully absent during the period of notice, she/he shall not be entitled to receive any pay or allowances during the period of absence and disciplinary proceedings shall be initiated by the Appointing Authority.

32. Retirement or Resignation from Service

A Faculty member shall retire from the service of the Institute:-

- (i) On her/his being declared medically unfit for service by a medical board to be designated by the Appointing Authority on the last date of the month in which the said Authority passes an order in this regard; or
- (ii) On the decision of the Review Committee to pre-maturely retire a Faculty member at the age of 50 or 55 on the last date of the month in which the Appointing Authority passes an order in this regard; or
- (iii) On her/his attaining the age of superannuation which shall be as being followed by the Department of Higher Education as applicable to the Universities established by Government of Haryana. If the date of birth of a Faculty member falls on the first of the month, she/he shall retire on the last day of the preceding month. If it is after this date, she/he shall retire on the last day of that month.
- (iv) A Faculty Member may seek voluntary retirement from the service as per Haryana Civil Services (General) Rules, 2016 as amended from time to time.
- (v) The instructions issued by the Haryana Government for its employees regarding resignation from service shall be applicable to the Faculty Members.


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33. Honorarium

The Executive Council will frame appropriate instructions, from time to time, for payment of honorarium and sharing of consultation fees as well as remuneration for Commissioned Research Projects.

34. Trainers Development

The Director may sponsor faculty members and Senior Administrative Officers posted at HIPA for training courses in India or abroad and facilitate their participation in seminars and conferences on important subjects relevant to Public Administration in India and abroad.

35. Deputation, Foreign Service & Extraordinary Leave

Director, with the approval of Chairman, Executive Council, may allow a Faculty Member of the service to go on:

- i) deputation to a Department or University of the State Govt./Central Govt. or a Statutory Board, Corporation Training Institution or Agency controlled by either of them;
- ii) foreign service to the UN, World Bank, Asian Development Bank or any other international organization which it considers appropriate; or
- iii) extraordinary leave to a reputed national or international NGO.

36. Power of Relaxation

Where the Executive Council is of the opinion that the application of these Bye-laws or any particular provision thereof is likely to cause substantial hardship in the case of any category or class, it may, with reasons to be recorded, recommend suitable relaxation to the State Govt. The power to relax the said rule shall vest with the State Govt.

HIPA will regularly report actions taken by it to Government in order to apprise Government on its progress in achieving its mandate as well as any changes/relaxations made by Executive Council/Governing Body. Govt. Rules / regulations / policies prevail over these rules.

37. Interpretation:

Whenever the provisions made in these Service Bye-laws are found to be silent or unclear and any question arises relating to interpretation with regard thereto, the matter shall be referred to the State Government for guidance and the decision of the State Government shall be final. In case of any discrepancy, final interpretation of these Bye-Laws lies with the State Government.

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Schedule A (I)

REGULAR POSTS

Sr. No.	Particular of Posts	Total No. of Posts	Present Scale of Pay as per 6 th Pay Commission Report
1	Professors	6	37400-67000+AGP 10000/- (UGC)
2	Associate Professors	9	37400-67000+AGP 9000/- (UGC)
3	Assistant Professors	16	15600-39100+AGP 6000/- (UGC)

Schedule A (II)

SPECIAL SCHEME POSTS

Urban Development Faculty Posts funded by Housing & Urban Development Corporation (HUDCO) of the Central Government


Sr. No.	Particular of Posts	No. of Posts	Scale of Pay
1	Professors	1	37400-67000+AGP 10000/- (UGC)
2	Assistant Professor	1	15600-39100+AGP 6000/- (UGC)

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Schedule B

Part I: Qualifications and Experience for Faculty Posts

S. No.	Name of Post	Qualifications and Experience
1	Professor	<p>a) An eminent scholar with Master's Degree in the relevant subject with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's Degree or equivalent level in the relevant subject from a recognized Institute/Indian University or an equivalent degree from a Foreign University.</p> <p>b) A Doctorate degree or Fellowship recognized as equivalent to a Ph.D. in the relevant field.</p> <p>c) 10 Publications (Books/ Research papers studies in referred journals) on the relevant subject.</p> <p>d) 10 years experience in teaching to post graduate classes or training and successfully guiding/conducting research in the relevant field OR 20 years experience as a senior practising professional in Public Administration or Management or any other relevant subject.</p>
2	Associate Professor	<p>a) Master's Degree in the relevant subject with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's Degree or equivalent level in the relevant subject from a recognized Institute/ Indian University or an equivalent degree from a Foreign University.</p> <p>b) A Doctorate degree or Fellowship recognized as equivalent to a Ph.D. in the relevant field.</p> <p>c) 5 Books/ Research papers/ Case studies on the relevant subject.</p> <p>d) 7 years experience in teaching to post graduate classes or training and successfully guiding/ conducting research in the relevant field OR 15 years experience as a senior practising professional in Public Administration or Management or any other relevant subject.</p>
3	Assistant Professor	<p>a) Master's Degree in the relevant subject with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's Degree or equivalent level in the relevant subject from a recognized Institute/ Indian University or an equivalent degree from a Foreign University.</p>


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		<p>b) Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test for Asstt. Professor conducted by the University Grants Commission, Council of Scientific and Industrial Research or similar test accredited by the University Grants Commission.</p> <p>Preferred: A Doctorate degree or Fellowship recognized as equivalent to a Ph.D. in the relevant field.</p>
		<p>c) Exemption from NET to the candidates possessing Ph.D. degree shall be as per policy applicable to the candidates appointed as Assistant Professors by Department of Higher Education, Government of Haryana at the relevant time.</p>
<p>Note: For all faculty posts, other things remaining equal, experience in ATIs, other training institutes and management institutes shall be preferred.</p>		


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Schedule B

Part II: Relevant Subjects

S. No.	Faculty	Relevant Subjects
1	Behavioural Sciences/ Organizational Behaviour	Applied Psychology / Organizational Behaviour/HRD
2	Public Administration	Public Administration/ Political Science
3	Economics and Development Planning	Economics
4	Business Administration	Business Administration
5	Financial Management	Economics/ Commerce/ Business Administration with specialization in Finance
6	Disaster Management	Disaster Management/ Sociology/Structural Engineering/GIS/Environment & Climate Change
7	Urban Development	Planning/ Architecture/ Urban Transport Management OR Economics/ Geography with specialization in Urban Development or Urban Finance
8	Law	Law
9	Credit Planning & Public Finance	Business Administration with specialization in Credit Finance/ Economics
10	System Analysis and Computer Management	Computer Applications/ Computer Science/ Information Technology/ Mathematics/ Statistics/ Physics/ Operations Research
11	Organizational Development	Psychology/ Sociology/ Anthropology
12	Sociology	Sociology
13	Costs & Works Accountancy	ICWA/CA/Company Secretary/ Commerce with specialization in Costs & Works Accountancy
14	Operations Management	Business Administration /Operations Research/ Statistics
15	Rural Development	Rural Development/ Agriculture/ Agricultural Economics/ Rural Sociology/Rural Management
16	Public Enterprises	Public Administration
17	Management Information Systems	Computer Applications/ Computer Science/ Information Technology/ Mathematics/ Statistics/ Physics/ Operations Research
18	Computer Applications	Computer Applications/ Computer Science/ Information Technology/ Mathematics/ Statistics/ Physics/ Operations Research
19	Programming	Computer Applications/ Computer Science/ Information Technology OR Mathematics/ Statistics/ Physics/ Chemistry/ Economics with a Post Graduate Diploma in Computer Science


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Schedule C

FACULTY GROUPS

Sr. No.	Professors	Associate Professors	Assistant Professors
(i)	1. Behavioural Sciences	1. Organizational Development	1. Organizational Behaviour
(ii)	2. Public Administration	2. Public Administration	2. Public Administration. 3. Public Enterprises
(iii)	3. Economics & Development Planning	--	4. Economics & Development Planning
(iv)		3. Business Administration	5. Operations Management
(v)	4. Financial Management		6. Financial Management 7. Credit Planning
(vi)	--	--	8. Rural Development
(vii)	5. Urban Development	--	9. Urban Development 10. Urban Finance/ Urban Economics
(viii)	6. Systems Analysis & Computer Management	4. Computer Applications.	11. Management Information Systems 12. Computer Programmer
(ix)		5. Law & Constitution	13. Law & Constitution
(x)	--	6. Sociology	14. Sociology
(xi)	7. Disaster Management	7. Disaster Management 8. Environment & Climate Change	15. Disaster Management 16. Disaster Management (Structural Engg) 17. Disaster Management (GIS)
(xii)	--	9. Faculty Training Coordinator	--


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Schedule D
Academic Performance Indicators Score
(API Score)

For the purpose of computing API Score, the activities of faculty members are divided into four categories. In addition to the minimum API Score expected under Clause 20, for each category the member shall earn a minimum API Score as per weightage given below:

Category A 60 per cent

Category B 20 per cent

Categories C&D together 20 per cent

S.No	Nature of Activities	Maximum Score
A. Training Activities		
1.	Coordination of short-term in-house training course [1-5 days' duration] as Course Director (i) One day training programme (ii) Two days training programme (iii) Three days training programme (iv) One week training programme	15 per training day 20 per training programme 25 per training programme 40 per training programme
2.	Coordination of Medium-term in-house training course [2-3 weeks duration] as Course Director	30 per training week
3.	Coordination of long-term in-house training course [1 month or more] as Course Director	25 per training week subject to a ceiling of 400
	Additional Course Directors appointed for programmes of 5 days or longer duration may score a maximum API of 20 per training week, subject to a ceiling of 320.	
4.	Organizing State Level Seminars/Workshops (1-2 days)	40/30 per seminar for Coordinator/Associate Coordinator
5.	Organizing National/International Level Seminars/Workshops	60/40 per seminar for Coordinator/ Associate Coordinator
6.	Lecture Sessions in the courses organised as Course Director or Additional Course Director	5 for 75 minutes
7.	Lecture sessions in the in-house training courses organised by other faculty members	7 for 75 minutes
8.	Lecture sessions in other Training/Academic Institutions	15 for 75 minutes
B. Research and Publication		
1.	Research papers published in Referred, indexed & abstracted reputed journals and	50 per publication

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	periodicals with ISSN number	
2.	Research publication (Book, Chapters in edited book, etc.) with ISBN number	100/solo author, 50/co-author or editor 25/chapter in edited book
3.	Research-based Case Study	40 per Study for primary data 30 per study for secondary data
4.	Research/Consultancy project	70 each project as In-charge 30 as team member
5.	Paper presented in seminars/conferences	20/ National 25/ International
C.	Participating in Professional Development Activities with the approval of Director	
1.	Attending DoPT sponsored TOT courses (DTS, DOT, MOT, TNA, EOT, etc) (i) One or two day course (ii) Three day & above	25 per course 10 per day
2.	Attending training course of more than three days at other State/National Level training Institutes.	10 per day
3.	Attending International training/seminar/conference of one-three days	20 per training course/seminar
4.	Participating in National Conference/Seminar/Workshop organised by HIPA	10 per conference of 1-3 days
5.	Participating in National Conference/Seminar/Workshop organised by outside agency	15 per conference of 1-3 days
6.	Attending a Foreign training programme sponsored by DoPT or any other agency	20 per day
D.	Other Academic and Administrative Assignments*	
1.	Cell/ Centre In-charge Cell/ Centre Member	50 10
2.	Extra administrative assignments of any kind e.g. -Warden/Asstt. Warden -In-Charge for Vehicle/security/horticulture etc.	20-50 15-30
3.	Representing HIPA in the official meetings in Government of India/State Government	10 per day
4.	Preparing reports for submission to Govt. of Haryana or Govt. of India	50 per report
5.	Preparing proposals for sending approval to Govt. of India/ Govt. of Haryana	25 per proposal
6.	Accompanying the participants on tour	10 per day

* Subject to evaluation by Director


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Schedule E

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

Performance Appraisal Report:

[Applicable for Faculty members of HIPA]


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Name of the Faculty Member:

Performance Appraisal Report for the Period from:

Section I – Basic Information

- (i) Name :
- (ii) Designation :
- (iii) Date of Birth :
- (iv) Highest Qualifications :
- (v) Subject :
- (vi) Any UGC Eligibility Test
cleared during the year :
- (vii) Faculty :
- (Subject in charge)


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(To be filled and issued by the Administrative section with date of issue)

Section II – Self Appraisal

1. Brief description of duties:

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words).

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2. Annual work plan and achievement as per the API

Category A: Training Activities

1. Coordination of Short-term in-house training course [1-5 Days' duration) as CD/ACD

Title	Duration	No. of Trainees	No. of Training Days	Sponsoring Agency	CD/ACD	Maximum Marks Claimed

2. Coordination of Medium-term training in-house training course [2-3 weeks' duration] as CD/ACD.

Title	Duration	No. of Trainees	No. of Training Days	Sponsoring Agency	CD/ACD	Maximum Marks Claimed

3. Coordination of long-term in-house training course [1 month or more] as CD/ACD

Title	Duration	No. of Trainees	No. of Training Days	Sponsoring Agency	CD/ACD	Maximum Marks Claimed

4. Organizing State Level Seminars/Workshops (1-2 Days)

Title	Duration	No. of Trainees	Venue	Sponsoring Agency	Maximum Marks Claimed

5. Organizing National/International Level Seminars/Workshops

Title	Duration	No. of Trainees	Venue	Sponsoring Agency	Maximum Marks Claimed

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6. Lecture Sessions in the courses organized as CD/ACD

Topic	Date	Duration of the lecture	No. of sessions	Title of the Course	Maximum Marks Claimed

7. Lecture sessions in the in-house training courses organized by other faculty Members

Topic	Date	Duration of the lecture	No. of sessions	Title of the Course	Maximum Marks Claimed

8. Lecture sessions in other Training/Academic Institutions

Title of the Course	Date	Duration of the lecture	No. of sessions	Name of the organisation	Venue	Maximum Marks Claimed


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Category B: Research and Publication

1. Research papers published in Referred, indexed & abstracted reputed journals and periodicals with ISSN number

Sr. No.	Article	Published in Journal / Book	Name of Publisher	Year of Publication	Maximum Marks Claimed

2. Research publication (Book, Chapters in edited book, etc.) with ISBN number

Sr. No.	Title of the Book	Author / Co-author	Name of Publisher	Year of Publication	Maximum Marks Claimed

3. Research-based Case Study

Title	Duration	Area of Study	Funding Agency	Based on Primary/Secondary data	Maximum Marks Claimed

4. Research/Consultancy projects

Title of the Project	Duration	Funding Agency	Project In-charge/Team Member	Maximum Marks Claimed

5. Papers presented in Seminars /Conferences

Date	Title of the Paper	Author / Co-author	Name of Seminar/Conference	Venue	Maximum Marks Claimed

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Category C: Professional Development Activities with the approval of Director

1. Attending DoPT sponsored TOT courses (DTS, DOT, MOT, TNA, EOT, etc.)

Title of the course	Duration	Sponsoring Agency	Venue	Maximum Marks Claimed

2. Attending training course of more than three days at other State/National Level training Institutes.

Title of the course	Duration	Sponsoring Agency	Venue	Maximum Marks Claimed

3. Attending International training/seminar/conference of one-three days.

Title	Duration	Sponsoring Agency	Venue	Maximum Marks Claimed

4. Participating in National Conference/Seminar/Workshop organized by HIPA

Name of the conference/seminar	Duration	Venue	National / International	Maximum Marks Claimed

5. Participating in National Conference/Seminar/Workshop organized by outside agency

Name of the conference/seminar	Duration	Venue	National / International	Maximum Marks Claimed

6. Attending Foreign training programme sponsored by DoPT or any other agency

Name of the Programme	Sponsoring Agency	Duration	Venue	National / International	Maximum Marks Claimed


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Category D: Other Academic and Administrative Assignments

1. Cell/ Centre In-charge, Cell/ Centre Member

Name of the Cell/Centre	Duration as in-charge/member	Sponsoring agency of the centre/cell	Marks awarded by Director

2. Extra Administrative Assignments of any kind e.g. Warden/Asstt. Warden/ In-Charge of vehicle/security/horticulture etc.

Name of the Assignment	Duration as in-charge/member	Marks awarded by Director

3. Representing HIPA in official meetings in Government of India/State Government

Agenda of the meeting	Organization	Date	Venue	State/ Centre	Marks awarded by Director

4. Preparing reports for submission to Govt. of India/Haryana

Name of the Report	Date of Submission	Description	Submitted To	Marks awarded by Director

5. Preparing proposals for submission to Govt. of India/Haryana

Name of the Proposal	Date of Submission	Description	Submitted to	Marks awarded by Director

6. Accompanying Trainees/participants on Tour

Tour	Date/Duration	Details	Accompanied By	Marks awarded by Director


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3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits HIPA and/or reduction in time and costs)? If so, please give a verbal description (within 100 words):

4. What are the factors that hindered your performance?


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5. Please indicate specific areas in which you feel the need to upgrade your skills through training programs:

Date:

(Signature of Faculty Member)

Section III: Assessment/Appraisal
(To be filled by Reporting Authority)

Sr.No	Title	Marks earned
Category A: Training Activities		
1	Coordination of Short-term training course [1-5 Days' duration) as CD/ACD	
2	Coordination of Medium-term training course [2-3 weeks' duration) as CD/ACD	
3	Coordination of Long-term training course [1-4 months' duration] as CD/ACD	
4	Organising State Level Seminars/Workshops (1-2 days)	
5	Organizing National/International Level Seminars/ Workshops	
6	Lecture Sessions in the courses organized as Course Coordinator or Additional Course Coordinator (Subject to feedback)	
7	Lecture sessions in the in-house training courses organized by other faculty members (Subject to feedback)	
8	Lecture sessions in other Training/Academic Institutions	
	Total Marks in Category A	
Category B: Research & Publication		
1	Research papers published in Referred, indexed & abstracted reputed journals and periodicals with ISSN number	
2	Research publication (Book, Chapters in edited book, etc.) with ISBN number	
3	Research-based Case Study	
4	Research/Consultancy project	
5	Paper presented in Seminars/Conferences	
	Total Marks in Category B	
Category C: Professional Development Activities		
1	Attending DoPT sponsored TOT courses (DTS, DOT, MOT, TNA, EOT, etc.)	
2	Attending training course at other State/National Level training Institutes.	
3	Attending International training/seminar 1-3 days	
4	Participating in Conference/Seminar organised by HIPA	
5	Participating in Conference/Seminar organised by outside agencies	


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6	Attending Foreign Training Programmes sponsored by DOPT/other agencies	
Total Marks in Category C		
Category D: Other Academic and Administrative Assignments (Marks as evaluated by the Director shall be given)		
1	Cell/ Centre In-charge, Cell/ Centre Member	
2	Extra Administrative Assignments of any kind e.g. Warden/Asstt. Warden/In-Charge of vehicle/security/horticulture etc.	
3	Representing HIPA in official meetings in Government of India/ State Government.	
4	Prepare reports for submission to Govt. of India/Haryana	
5	Preparing proposals for submission to Govt. of India/Haryana	
6	Accompanying Trainees/participants on Tour	
Total Marks in Category D		
Total Marks in Category C & D		
Grand Total (Subject to prescribed ceilings)		


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3. Comments regarding integrity of the Faculty Member

4. General Remarks regarding the overall efficiency, timeliness and team spirit of the Faculty Member and overall grading.

Date:

(Signature of Reporting Authority)

Section III : Review and Acceptance

(To be filled by the Reviewing/Accepting Officer)

1. Do you agree with the assessment made by the Reporting Officer?

Yes/No


2. In case of difference of opinion, the reasons for the same may be given.

3. General comments on the Faculty Member.

4. Overall Grading

Date:

(Signature of the Accepting Officer)


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Chandigarh. 4/11/18

Instructions for filling of PARs

1. Academic Performance Indicators Score (API Score)

For the purpose of computing API Score, the activities of faculty members are divided into four categories. The relative weightage for each category is given in the following table. For each category the member may earn higher API Score, but for the purpose of grading, the maximum weightage allowed shall be as given below:

Srl. No.	API Category	Maximum weightage for each category	Maximum marks that will be taken into consideration for calculation of total API score
1	Category A	60 %	600
2	Category B	20%	200
3	Category C & D	20%	200
	Total Marks		1000

Thus, the assessment shall be numerically based on a total score of 1000 marks. Underperformance in any single category would result in scoring fewer marks, which would not be made up by over performance in any other category. The overall assessment would be based on the performance in all the above four categories in a holistic manner.

Illustration: A Faculty Member scores 800 points in Category A, 100 points in Category B and 150 points in Category C & D combined. The final API score will be only 850, not 1050.

2. Before filling columns under Category D, the Faculty Member shall submit a report to the Director for evaluation of performance under each item. The evaluation report of the Director shall be attached with the proforma.

3. FTC shall verify and provide the feedback percentage of Faculty Member to the Executive Director/Additional Director for the purpose of determining API as per Clause 22 (vii) of the Byelaws.


 Superintendent
 Haryana Civil Secretariat
 Chandigarh. 160012

Schedule F

Nature of Penalty	Punishing Authority	Appellate Authority	Revisional Authority
Minor Penalties	Executive Director/Additional Director	Director General	Chief Secretary cum Chairman, Executive Council
Major Penalties	Director General	Chief Secretary cum Chairman, Executive Council	Executive Council


 Superintendent
 Haryana Civil Secretariat
 Chandigarh. 20/11/11