

प्रमोद कुमार दास  
PRAMOD KUMAR DAS, I.A.S.  
संयुक्त सचिव  
Joint Secretary  
Tel. : 26106314



भारत सरकार  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
कार्मिक और प्रशिक्षण विभाग  
प्रशिक्षण प्रभाग  
ब्लॉक-4, पुराना जेएनयू कैम्पस  
नया महरौली रोड, नई दिल्ली-110067  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Training Division  
Block-IV, Old JNU Campus  
New Mehrauli Road,  
New Delhi-110067

D.O.No.12021/03/2015-Trg.I

17<sup>th</sup> February 2015

Dear Sir,

Department of Personnel and Training (DoPT) in collaboration with United Nations Development Programme (UNDP), India is organizing a two days National Symposium on Excellence in Training on April 10-11, 2015 at NDMC Convention Centre, Connaught Place, New Delhi with a view to sharing good practices and also to acknowledge, recognize and reward innovative work done in the field of training.

2. The National Training Policy 2012 (NTP) stipulates that the training institutions should keep track of latest international trends in training, and constantly upgrade the skills of trainers/faculty members in new and emerging training techniques/ methodologies. In order to carry forward the mandate of the policy, the proposed Symposium will provide an annual platform for national/international experts, faculty, trainers and administrators of National/State Training Institutes, Master/Recognized Trainers, Training Managers of various Ministries/Departments/Cadre Controlling Authorities for sharing good practices/innovations in the field of training and also to acknowledge, recognize and reward innovative work done by them. It will also expose the delegates to latest training techniques/methodologies from across the world.

3. The Symposium will have sessions for showcasing select good practices/innovations by presentation in following categories: Development of training content and pedagogy; Methodology and delivery; Management of Training and Training Establishments; and, Trainer/Faculty Development.

4. Recognition of good practices leads to peer learning, motivation, and instills a culture of quality and excellence in organizations. It has been, therefore, decided that the presentations in these categories will be judged by expert panels, and best in each category will be felicitated with "Award for Excellence in Training" in the concluding session of the Symposium. The Department also intends to bring out a compendium of these good practices.

5. We are pleased to invite nominations from your organization. Detailed guidelines in this regard are enclosed. The nominations should reach this Department by March 20, 2015.

With regards,

Yours sincerely,

(Pramod Kumar Das)

By name to:

- All Secretaries to the Ministries/Departments of Govt. of India,
- Heads of CTIs/ATIs,



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का अधिकार

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No.12021/03/2015-Trg.I  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
(Training Division)

**DoPT National Symposium on Excellence in Training on April 10-11, 2015  
(Nomination for Awards for Excellence in Training)**

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**Instructions/Guidelines**

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1. **Key Dates:**
  - a. 20 March 2015: Last date for submission through website/email
  - b. 31 March 2015: Selected entries will be intimated by DoPT
  - c. April 10-11, 2015: Presentation of selected entries in the National Symposium in Delhi.
2. **Guidelines for submitting nominations:**
  - a. Maximum 4 entries will be allowed for each organization/CTI/ATI/Min/Dept. However, multiple entries by same organizations should be, as far as possible, in different thematic categories.
  - b. Before forwarding the nominations to DoPT, the Nominating authorities should do a pre-screening to ensure quality of nominations submitted.
  - c. Entries will be submitted in two parts:
    - i. Description and narration in the format given in para 4 (This part should not exceed 2000 words), and
    - ii. A power-point presentation (PPT should not be exceeding 20 slides, not more than 7 lines on each slide, in Times New Roman size 12). Selected entries will be invited to for presentation during Symposium on April 10-11, 2015 in New Delhi. Each presentation may be of 15 mins (10 minutes for presentation and 5 for Q&A).
  - d. Nominations should be self-explanatory. In case any supporting documentation such as printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photo copies of certificates/recognitions etc. is required to be submitted, a list with references to them need be mentioned. These would be reviewed, if required, at a later date.
  - e. Nominations with incomplete data and/or sketchy details, and received late would not be accepted.
  - f. The initiative should have been in successful implementation for at least 6 months, as on the date of nomination.
3. **Themes:** Themes under which nomination is being made are broadly indicative, and may include areas mentioned below:
  - a. **Development of training content and pedagogy:** Research including action research leading to relevant content; Consultancy and Publications; Capacity to customize programmes; assessment, evaluation, impact assessment of the programmes; feedback mechanism; Development of content and pedagogy etc.
  - b. **Methodology and delivery:** Case studies/case based teaching, e-learning, mix-mode learning, flipped class-room, hybrid delivery, experience sharing presentations, documentation on Good Practices and Knowledge Management etc.
  - c. **Management of Training and Training Establishments:** Autonomy in decision making; financial outlay; Stability of tenure of DG/Director/faculty; Turnaround of vacancies; Training Infrastructure e.g. lecture rooms, library, hostel, recreation facilities etc.; Strategic plan/Training Policy; Standing operating procedures; Capacity utilization; Scheduling and training calendar; specialized institutes/ centers; Innovations in management of training including improving efficiency and effectiveness of training; Performance management in training institutions; cleanliness; Adoption of non-conventional energy, Horticulture - rain water harvesting

etc.; Adoption of technology/wi-fi/e-office/ERP etc; Management of training data bank/TMIS (training management information systems); Partnership with other institutes/Links with various departments and field officers; Innovative use of technology in training etc.

- d. **Trainer/Faculty Development:** initiatives and activities of faculty development, identification of resource pool, trainer capability/competence, innovations in fostering continuous learning etc.

For any queries, kindly contact: Sh. Sanjay Mehta (sanjay.mehta@nic.in), US, Training Division, DoPT, Old JNU Campus, Block 4, Opposite Ber Serai Market, New Delhi 110067

### Format for Nomination

Please tick (√) in appropriate check box.

1. Theme under which the nomination is being made:
  - Development of training content and pedagogy
  - Methodology and delivery
  - Management of Training and Training Establishments
  - Trainer/Faculty Development
2. Category under which nomination is being made:
  - Institution (e.g. CTI, ATI, Ministry, Department)
  - Individual (e.g. trainer, faculty, MT; nomination must be forwarded by their respective organizations)
  - Team (e.g. Faculty Group)

3. Nominee Details(s):

Name	
Designation	
CTI/ATI/Ministry/Department/ Organization with complete postal address	
Contact details (Phone, E-mail ID, Mobile)	

3. Nominating Authority (self nominations will not be accepted):

Name	
Name of the Ministry / Department / Organization	
Designation of the Nominating Authority	
Complete postal address	
Contact details (Phone, E-mail ID, Mobile)	

4. Details about the initiative, preferably under the subheads prescribed below:

1	Title of the initiative	
2	CTI, ATI, Ministry, Department where it was implemented	
3	Background of the initiative mentioning issues, problems, reasons	
4	Objective, purpose & priorities of the initiative	
5	Key Dates of implementation	
6	Key Strategies adopted for implementation: people, processes, technology etc.	
7	Impact: increase in efficiency, effectiveness, outcomes; better feedback, learning, indicators etc.	
8	Future: Replicability, sustainability,	

5. Signature of the Nominating Authority:

Name & Address:

Designation with Seal; Date: