

# ASSAM ADMINISTRATIVE STAFF COLLEGE

NEWSLETTER December 2019



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## Mizoram Civil Service



13 Mizoram Civil Service officers of the 2019 batch attended the 6 weeks Foundation Training Programme w.e.f 29th October- 6th December, 2019. The programme was sponsored by Government of Mizoram.

Apart from classroom sessions on a wide variety of topics in the areas of law and legal instruments, accounts & finance, rural development, good governance and citizen-centric administration, leadership skills and other soft skills, a few field visits to observe and understand the implementation of government schemes at the grass roots level, as well as to places of wildlife conservation were also organized .

The group also interacted with senior bureaucrats and made a courtesy call on the Hon'ble Governor of Assam. On the last evening the participants, along with faculty and course assistants, also put up a lively cultural programme which was much appreciated.

The final day saw the group presentations by the participants on several topics, including e-Governance for public services delivery, Acting East for economic development: Challenges & Opportunities, Strengthening gender responsive governance in Mizoram, SDG Goal 6: Clean water & Sanitation, MRTPS Act and its effective implementation in Mizoram. At the valedictory session participants were presented with certificates, along with two books and mementos.

### Mid Career Interactions



The first mid-career interactions programme (MCIP) for the year 2019-2020 between armed forces and civil services officers on the theme of 'Aid to Civil Authority' was conducted w.e.f 23rd-24th September, 2019. The training was sponsored by DoPT, Government of India in collaboration with the Ministry of Defence.

Interactions and deliberations focused on various aspects of aid to civil authority including the role of armed forces in supporting civil authorities in maintenance of law and order, civil-military coordination during disaster rescue, relief and rehabilitation operations and land related issues for enhanced collaboration between

civil administration and military. The participants recounted field-level experiences for benefit of counterparts from other services. The interactions provided a good forum for discussing the challenges and way forward for better civil-military synergy. The participants also enjoyed a visit to Pragjyotika Emporium followed by an hour-long sunset cruise on the Brahmaputra.

Distinguished resource persons from both the civil administration and the armed forces were invited to share their rich experiences and provide valuable insights. The MCIP was attended by 40 officers from various services namely, IAS, IPS, IFS, Armed Forces and State Civil Services from Jammu & Kashmir, Himachal Pradesh, Punjab, Uttar Pradesh, Gujarat, Chattisgarh, Jharkhand, Bihar, Assam, Nagaland, Arunachal Pradesh, Manipur, West Bengal, Andhra Pradesh, Karnataka, Madhya Pradesh, Maharashtra and Tamil Nadu.

### Change Management

A training course on 'Change Management' wef 23rd – 25th September, 2019 under Centre for Innovations & Futures Studies was held with 24 participants from various departments.

The training started with the objectives, tools & techniques of change management and how one should adapt to changes at one's own workplace and personal life.

Topics on Motivating self to transform & Motivation skills, Positive attitude in workplace, how to go ahead by Inspiring oneself and look for team achievement, Understanding Change & the sub conscious mind, Stress Management & Change, Managing Change at workplace: planning, implementation & consolidating change, Managing Resistance for change, Emotional intelligence at workplace for enhancing zeal



Directorate of Agriculture, Assam, Directorate of Fire and Emergency services, Assam, etc. attended the training.

### Innovation & Creativity

A training course on 'Innovation & Creativity' was held w.e.f 27th -28th November, 2019.

Focus was given on hands on activity, self analysis and group activities by the participants. To generate ideas and open up the minds and motivate themselves the training started with topics like Knowing Innovation, Creativity, Reconditioning for Creativity & Innovation, Build up innovation & creativity within self, Enhancing the creative potential of individuals (self) and delivering innovations through creativity to our organizations ; Innovation, Creativity and the subconscious mind, what is Innovative leadership & skills for triggering creativity & solving problems , Emotional Intelligence for creativity & innovation.

to accept change, Leading the Change effectively was incorporated in the schedule for the benefit of the participants in changing their mindset with positive thoughts and actions after going back to their workplace. Group & individual activities were used as training techniques apart from lectures and audio-visuals.

### Gender Responsive Governance



A training on 'Gender Responsive Governance' was conducted from 15th-16th October, 2019, under the sponsorship of DoPT, Government of India. Resource persons were invited from OKDI of Social Change & Development, Mangaldoi College, NIRD & P&RD, Assam, Guwahati, National Law University & Judicial Academy Assam.

Participants from various organizations such as Chief Conservator of Forest Assam, Chief Inspector of Factories, Assam; Panchayat and Rural Development, Election Department, Assam Secretariat, Guwahati Commerce College, Arya Vidyapith College,



### Training for Medical Officers

A training on 'Disaster Management and Risk Reduction & Mass Casualty Service for Medical Officers in Assam' was organized in collaboration with the Health & Family Welfare Department, Assam w.e.f 23rd-25th October, 2019.

The training was attended by 37



participants from all over Assam and faculty from Assam State Disaster Management Authority, Institution for Disasters, Emergency & Accidents, New Delhi, Academy of Trauma, Guwahati, Fire & Emergency Services, Assam, NDRF & SDRF shared their valued inputs with the participants.

### Defending Cases in Courts



A training course on 'Defending cases in courts with hands on exercises' was held w.e.f.18th-19th November, 2019. The training was sponsored by DoPT, Government of India.

The training provided insights on concepts of rule of law, civil justice and criminal justice and procedure thereof, primary areas of litigation, from recruitment to retirement, power, functions and limitations of Legislature, Executive & Judiciary under the Constitution of India, civil and criminal contempt, procedure to defend in contempt cases etc. Practical sessions on how to write parawise comments was also undertaken.

### Census India 2021



Training courses for Potential Master Trainers for Census India 2021 was organized by Directorate of Census Operations, Assam in collaboration with Assam Administrative Staff College. The training was sponsored by Registrar General & Census Commissioner of India. The first batch of Master Trainer Training was attended by 33 officers (Potential Master Trainers) from Assam w.e.f 18th to 22nd November, 2019. The second batch of Master Trainer Training was attended by 67 officers (Potential Master Trainers) from Assam, Arunachal Pradesh, Nagaland, Manipur, Mizoram and Sikkim w.e.f 2nd December to 7th December, 2019 .

During the training participants were exposed to different concepts and principles of Census India 2021 along with practical field level experience of House Listing Operations which was conducted at Sonapur, Jagiroag ,Azara and Amingaon. National Trainers – Shri SaumyendraNath Mitra, Shri Bikash Nath, SmtiNijora Sharma from Directorate of Census operations, Guwahati and Shri Lakshmi Narayan Thakur from Assam Administrative Staff College conducted the trainings.



## Collaborate, Communicate and Create

A training course on 'Collaborate, Communicate and Create – 3 Cs of an Innovative Culture' was conducted w.e.f 16th-17th September, 2019. The training was sponsored by Do PT, Government of India.

The training provided insights on the various aspects of reconditioning for innovation including the importance of communication for connecting with others, idea generation tools to aid creativity at workplace and the significance of working in teams for enhancing creativity and generating best ideas. It incorporated a session emphasizing the power of right attitude and positive thinking for creating a culture of innovation in an organization.

The participants also garnered important learning points on creative problem-solving, key creative leadership skills for encouraging innovation and motivation as a tool to applied creativity and collaboration.

The training course was attended by 29 participants.



## Combating Gender Violence & Atrocities

Conducted over a period of 3 days from 3rd -5th December, 2019 the training started with an overview of the Constitutional & legal provisions relating to women.

The topic is especially relevant in the present times with instances of gender violence heard every now and then.

The Conceptual framework of Gender, Understanding Gender violence; Causes and Consequences of Violence Against Women



were incorporated for better understanding the subject. Experiences, role, views & relief of the Police Administration, Exposure on Women movement in India for combating gender violence & atrocities, Interventions in the field of gender violence & atrocities with reference to women & children; Child Abuse etc. with live examples from the field and the angle of gender based violence & role of different stakeholders were also discussed.

## Trainings on District SDG Manual

The Government of Assam had approved the District/Council SDGs Manual in May,2019 prepared by the Centre for SDGs, Assam Administrative Staff College in collaboration with T & D Department and UNICEF. The Manual is prepared as a handy tool at the hands of field level officers for planning, implementation and monitoring of SDG centric projects at grassroots level for effective implementation of Assam Agenda: 2030 to achieve SDGs in the state. As part of capacity building efforts of Government, the Assam Administrative Staff College is taking lead to impart quality training to the key functional officers working in District and Council levels. The Centre for SDGs has developed a 2 days training module on SDGs Manual and has conducted 6(six) residential training programmes from August, 2019 to November,2019. The training courses are sponsored by the Government of Assam. The training course was so designed that at the end of the training course, the participants



could understand the details of District SDGs Manual including familiarisation with the process of adoption and implementation of SDGs in Assam as well as in India. Participants successfully worked out the Group Exercise on rolling out of the District SDGs Manual in districts and made a presentation on the last day of the training.

The broad topics covered includes SDGs Action in Global and National perspectives/Understanding SDGs- the challenges and translating them down to Panchayat level/Establishing district priorities with the Assam Agenda 2030/Formulation of Panchayat, VCDC, VDC and district SDGs Plan/Capacity building for SDGs priority and Human Resource Development at District, Block and Panchayat levels and Resource Mapping/Monitoring the SDGs at District level and the need for the Human Development & Sustainability Report/Group Exercise on strategies to roll out the District SDGs Manual at Grassroot level/Presentation by the Groups and Valedictory.

The Resource Persons were drawn from the UNDP,T&D Department, Cotton University, SIPRD, UNICEF,OKDISC and Centre for SDGs. As per feedback, this training will be of immense value in terms of building capacity of the field level officers to carry forward the SDGs activities in the grassroots level

### Sensitization on Minority Communities

This training course,conducted from 5th-6th September, 2019, started with the Constitutional & Statutory safeguards for

minorities in India and Rights of Minorities under International Law.

Other topics included various government projects & schemes for inclusive development of minorities with reference to Assam, role of media in protection & development of minority communities, Educational Rights of Minorities & economic side with interaction on Entrepreneurship & Leadership in minorities.

Details on the role, function & powers of the National Commission for Minorities & State Commission were also discussed.



### Acts & Rules for Differently Abled

The training was held w.e.f `16th – 18th September, 2019. It discussed the formation of the Commissionerate for Persons with Disabilities, Assam; its objectives, role & function; Central & State Advisory Boards on Disability,The Rights of Persons with Disabilities Act, 2016, cases concerning violation of rights of PWDs & monitoring and implementation of the Act was discussed forclear understanding of mandatory provisions by the participants coming from various government departments.

This was followed by unfolding of the features of the Accessible India Campaign; activities, provisions & schemes under the various departments associated with this very important sector like Health & Family Welfare; Education; Social Welfare; Skill Development Mission,etc.

A list of various institutions dealing with the works of/for differently-abled in Assam from

Social Welfare & that of Skill, Employment & Entrepreneurship departments was shared with the participants.

To make the training learning by seeing, a field visit to the Sishu Sarothi having the Centre for Rehabilitation and Training for Multiple Disabilities was organized. A panel discussion with representatives from the NGOs working in this field and role of media in this sphere was also included.

### Disaster Management



The training course on ‘Disaster Management in Organisation, DM plan preparation; emergency medical service during disaster, precautions etc.’ sponsored by DoPT, Government of India was held w.e.f 4th-6th November, 2019.

The training incorporated sessions on Disaster Management Act vis-à-vis role & responsibilities of Departments with focus on climate change, importance of preparedness for chemical, industrial, power and hydrological hazards, GIS based Decision Support System for disaster management, disaster response mechanism in Assam and challenges for coordinated response in emergencies, issues and challenges of earthquake risk mitigation in Assam, importance of strengthening communication system for effective disaster response and institutional strengthening for public health preparedness in emergencies.

The participants actively participated in the sessions on basic lifesaving skills in pre-hospital period and health care delivery during mass casualties which included

### Reservation in Service Laws

A training course on ‘Reservation in Service Laws and Procedure’, sponsored by DoPT, Government of India, was conducted w.e.f 11th-13th September, 2019.

The training course was attended by 57 officers from various Departments / Directorates / Offices. The training touched upon the historical background of reservation as well as the salient provisions of Reservation Acts and Rules including the significant rulings of Hon’ble Supreme Court and different High Courts on reservation and promotion. Topics pertaining to provision of reservation in single post, reservation in PSUs, autonomous bodies, procedure of defending court cases on reservation matters etc were undertaken. The training also incorporated deliberations on the differences between roster registers and gradation list (Registers), post based and vacancy-based reservation system, procedure for vetting by Personnel and WPT& BC Department and the problem areas faced by officers in dealing with matters relating to reservation.



A practical session on how to prepare a Roster Register was undertaken for benefit of the participants. The training further included a visit to Personnel Department, Assam Secretariat for inspection of roster registers, etc.

## PHOTO GALLERY



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