

YASHADA POLICY CIRCULAR

Policy Circular Number:	PPI-PC/2007-1
Dated:	January 5, 2007
Empowered Authority:	Director General, YASHADA
Subject:	Revised Work Norms and Performance Rating System for YASHADA Faculty with reference to Training Management and conduct of training sessions
Circulated for information to:	All Faculty and staff of YASHADA
Effective Date:	January 5, 2007

This Policy Circular is a part amendment of the earlier circulars as follows:

- (1) Policy Circular No. PC/2003-04/W-FA/001 dated 18 October 2003 on Work Norms and Performance Rating System for YASHADA Faculty
- (2) Policy Circular No. PPI-PC/2005-12 dated 1st June 2005 on Individual MIS for deciding the performance-linked pay of the contractual staff working under projects, and involved in activities other than training.

Further to open discussion with all members of faculty during the monthly meetings, it has been decided to recognize the following four categories and the applicable work norms as specified in their respective annexures.

- Group A: DG, ADG and DDGs at YASHADA in Academic Capacity- Annexure I
Group B: All Regular Academic Faculty at YASHADA- Annexure II
Group C: All Research Personnel for academic activities at YASHADA- Annexure III
Group D: All Project Personnel for academic activities at YASHADA- Annexure IV

It is essential that all members of faculty, seniority not withstanding, ensure entry of their activity-record in the electronic MIS database maintained on YASHADA intranet by the last working day of each month or by the first two working days of the subsequent month.

It is to be noted that the Training-MIS database would be locked by the 5th working day of each month to enable timely compilation of the MIS Scores so as to permit analysis and further action as appropriate.

So ordered.

(Ratnakar Gaikwad)
Director General,
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-PC/2007-1A
Dated	10.01.2007
Empower Authority	Director General YASHADA
Subject	Computer / computer hardware distribution
Reference	Circular No. CIT/computer/distribution/cir/distribution-norms dt. 10.12.2003
Circulated for Information to	All HODs, Faculty & Staff of YASHADA
Effective Date	10 th January 2007

Amendment in the Policy Circular dated 10/12/03

Sub: Distribution of Computers and Peripherals

Ref: Policy Circular CIT/Computer/distribution/cir/distribution -norms dated 10/12/03

Taking in to consideration the requests from various faculty and staff it has been decided to revise the norms of allotment of computer, peripherals and accessories to YASHADA employees. The revised norms are shown in the enclosed statement. This form is also available on YASHADA intranet under the link of forms (http://data-server/kbs/opt_yash_admin/myadm-for.htm). All faculty and employees are requested to send the indent only in prescribed form 10 to CIT. How to fill up this form is shown in enclosed form for guidance. It is not necessary to attach the chart of admissibility along with Indent form no.10 All columns in the forms must be completed else Indent will be returned to the concerned.

Director General
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number:	PPI-PC/2007-2
Dated:	January 5, 2007
Empowered Authority:	Director General, YASHADA
Subject:	Work Norms for DG and ADG for achievement of monthly mandays
Circulated for information to:	All Faculty and staff of YASHADA
Effective Date:	January 5, 2007

It has been specifically discussed and recognized by the 35th (21 January 2006) and 36th (11 November 2006) meetings of the Board of Governors of YASHADA that the exponential growth of training programmes during 2005-2006 and 2006-2007 has led to the establishment of the target requirement of 5000 mandays per month (excluding the utilization of the facilities of the recently constructed Management Development Center).

Minute No. 35BoG: 59

The members of the 35th BoG noted with appreciation the average monthly performance target would be at par with the target of 5000 mandays per month for the ATC 2006-2007.

Minute No. 36BoG: 43

The members of the 36th BoG noted with appreciation the average monthly performance to be at par with the target of 5000 mandays per month, i.e., 60,000 mandays for the year April 2005 to March 2006, being the total possible residential capacity of the Academy, along with the perspective that the ratio of the attendee participants is continually increasing along with the numbers of sponsored programmes from non-DoPT and non-government sources in comparison with previous years.

It is to be further noted that the proposed Annual Training Calendar for 2007-2008 would require a monthly performance as follows:

- (a) Target of 5000 mandays per month excluding MDC facilities
- (b) 3000 mandays per month exclusively for MDC facilities

It is therefore to be established that a collective achievement of the required number of mandays is also to be recognized as a monthly target for the incumbent Director General and Additional Director General, YASHADA.

Achievement of the required number of mandays would therefore be recognized as a measure of team effort at YASHADA and would provide work norm points for DG and ADG in the monthly MIS as follows:

- (a) 5000 mandays per month on non-MDC facilities = 10 points
- (b) 3000 mandays per month on MDC facilities = 10 points
- (c) Incentive proportional point for additional proportional performance would be @ 1 point for 100 additional mandays achieved in MDC and non-MDC facilities i.e. 5000 + 200 mandays in non-MDC facilities = 12 points

So ordered.

(Ratnakar Gaikwad)

Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number:	PPI-PC/2007-3
Dated:	January 23, 2007
Empowered Authority:	Director General, YASHADA
Subject:	Allotment of Suite No. 500 in Management Development Centre
Circulated for information to:	All Faculty and staff of YASHADA
Reference:	Discussion with Hon. Director General, YASHADA in monthly administrative meeting.
Effective Date:	January 23, 2007

The Suite No. 500 in Management Development Centre will only be allotted to the following category of officials:

1. Hon. Chief Secretary, Government of Maharashtra and Ex-Officio President, Board of Governors, YASHADA
2. All Ex-Chief Secretaries, Government of Maharashtra
3. All Ex-Director Generals, YASHADA
4. All Secretaries, Government of India

Apart from the above it may only be allotted to any other person upon direct instructions from Director General, YASHADA to Director, MDC.

So ordered.

(Ratnakar Gaikwad)
Director General,
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number:	PPI-PC/2007-4
Dated:	January 23, 2007
Empowered Authority:	Director General, YASHADA
Subject:	Establishment of Centre for Power Sector Development (CPSD)
Circulated for information to:	All Faculty and staff of YASHADA
Effective Date:	January 23, 2007

1. Introduction to the Centre for Power Sector Development (CPSD)

Fast development of infrastructure has been recognized as the key ingredient for the projected high economic growth of the country. Deficiencies in infrastructure viz. Roads, Electricity, Drinking Water Supply, Communication and Ports are proving to be major hindrances for achieving the economic development of the country. Out of all these infrastructures, power could be considered as the most essential infrastructure.

Maharashtra State has been suffering from major power shortages in the last few years. There is a dire risk that Maharashtra's industrial and economic growth may slow down if these power shortages are not removed and if reliable and sufficient power is not made available. Thus for Maharashtra's development, power sector development has become a critical component.

There is also a tremendous unrest building up in the public especially the rural public because of more than 12 hours of load shedding, Morchas, gheraos and agitations against the State power utilities is becoming almost a daily occurrence.

In last few years, Maharashtra State has taken a number of steps towards reform of the power sector viz- setting up of the independent Electricity Regulator (MERC), Restructuring of MSEB into MahaGENCO, MahaTransco and Mahavitrans and Removing of Free Power etc. The earlier MSEB was a monolithic and monopolistic structure, which has now been restructured into independent companies.

Restructuring without proper capacity building and attitudinal change of the employees cannot deliver the desired results. It is therefore felt that YASHADA, which is responsible for capacity building for development of Maharashtra needs to enter into the critical field of capacity building for infrastructure development.

YASHADA has positioned power sector development as a strategic training and research intervention at the Academy through the establishment of the Centre for Power Sector Development, within the campus to facilitate training, research and policy interventions at the State and National levels with Government, PSUs, Corporations, private sector and stakeholders.

The training and applications programmes will focus on power sector concerns with perspectives on planning in rural, urban and infrastructure sectors for officials, non-officials, university academics, PSU representatives and non-government organisations.

Interventions and collaboration are meant to encourage and support the State and Central Government's departments to develop capacity building programmes for power sector, while ensuing sustainable economic development.

2. Functional Areas

The CPSD will position the following functions:

1. Capacity Building and Training Programmes for State Power Utilities especially for speeding up Power Sector Reforms.
2. Establishment of an up-to-date Data Centre and Data Base on Power Sector Reforms.
3. Dissemination of knowledge on Power Sector Reforms to all stakeholders for building up a consensus for Power Sector Reforms by holding workshops, conferences.
4. To take up consultancies on Power Sector especially focused on power Sector Reforms and Capacity Building.
5. To establish a specific focus area on Energy Savings and Sustainable Development
6. To conduct capacity building and training programmes on Rural Electrification and Distribution issues.

3. Objectives

The objectives of the Centre affirm the need for the State and National governments to enable training processes on power sector management and reforms including energy savings and rural electrification. Importantly, the Centre's objectives are central to the goals of the Academy. Essential goals of the Centre are (a) to strengthen YASHADA's training commitments, and the annual calendar of events, and (b) to provide on-the-field information and databases to integrate current case studies in future courses and workshops.

The Centre for Power Sector Development would strive through a series of integrated initiatives, the following:

- a. To develop training programmes and evolve modules on power sector issues with emphasis on power sector development, reforms and rural electrification including project management, information dissemination, consultative projects, energy savings, human resources management and development administration, with emphasis on the rural and urban sector including Training Need Analysis (TNA) for various stakeholders within the sectors.
- b. To train, on a continuous basis, successive groups of government officials, elected representatives, non-governmental organisations and university academics on issues concerning power sector management, power sector development, reforms and rural electrification including project management, information dissemination, consultative projects, energy savings, human resources management.
- c. To develop research facilities, policy advocacy, provide fellowships and resident scholarships to cadre officers and non-governmental organisations on issues concerning the power sector development, reforms and rural electrification including project management, information dissemination, consultative projects, energy savings, human resources management.
- d. To provide a forum for interaction for organisations and individuals including stakeholders to discuss and develop action plans for implementation of recommendations on the power sector development, reforms and rural electrification including project management, information dissemination, consultative projects, energy savings, human resources management.

- e. To develop at YASHADA, an electronic dial-in computer-based network and a geographic information database for government officials and non-officials, non-government agencies and universities, for information on power sector and development administration.
- f. To organise workshops and seminars with emphasis on the power sector development, reforms and rural electrification including project management, information dissemination, consultative projects, energy savings, human resources management, document best practices and recommend interventions and /or changes in related policy issues to the Government of Maharashtra and /or local, state and national agencies.

4. Plan of Action

The following activities are proposed in order to translate the objectives into actual practice:

a. Sectoral and Departmental TNA

The Centre for Power Sector Development would undertake Training Need Analyses for various departments of the State and Central Governments, PSUs along with other stakeholders. The TNA would reveal the priority and focus areas for training and also the magnitude of training needs. This would form the basis for planning an annual training calendar for the CPSD.

b. Training Programmes

The CPSD will conduct several training programmes, workshops and seminars in an academic year. The training programmes will be designed and conducted using the systematic methodology prescribed by the Planning Division, YASHADA. The training courses will be designed in consultation with MahaGENCO, MahaTransco and MahaVitran, MEDA or Department of Energy in Government of Maharashtra and/ or Ministry of Power (GoI) as the case may be.

c. Networking

Capacity building of the governmental, semi-governmental and non-governmental organizations and sharing of their experiences and best practices will be an activity of the CPSD. The CPSD will also provide the platform to these bodies by organizing convergence and problem solving workshops.

d. Research and facilitation projects

The TNA generally indicates 'environmental' (systemic) problems besides behavioral and performance problems. The environmental or systemic problems cannot be corrected through training alone and will need inputs of various kinds. It is thus proposed that along with training activity, the Centre for Power Sector Development would undertake research, consultancy and facilitation activities to address the issues as emerged through completed TNA documentation.

5. Resource Requirements

a. Human Resource

The CPSD would require a dedicated team of professionals to handle its mission and mandate. The officers and personnel will report to the OIC, CPSD.

b. Infrastructure Resources

To begin with, YASHADA would accommodate the proposed CPSD within its available physical infrastructure in the premises of the Academy. Detailed equipment needs will be finalized later. . It is planned to have the following organization structure for CPSD on contract basis:

1. Director - Of the Rank of Professor in YASHADA
2. Assistant Director - Of the Rank of Assistant Professor in YASHADA
3. Research Officer/ Technical Assistant - Of the Rank of Research Officer in YASHADA
4. Stenographer - Of the Rank of Steno in YASHADA
5. Peon - Of the Rank of Peon in YASHADA

It is planned to take all these officers/ employees on an eleven-month's contract. Director and Assistant Director will preferably be from the Power Sector.

c. Financial Resources

The CPSD will need financial resources to meet annual recurring financial requirements. Specific proposals will be forwarded to various funding sources and departments to explore the possibility of making available the financial resources to conduct activities of the CPSD. It is planned to conduct these courses on sponsorship basis and the fee structure will be decided by the DG based on the intellectual inputs required for conducting the course.

d. Administration

The Centre for Power Sector Development will function within the aegis of YASHADA. A separate Advisory Committee for the CPSD will be constituted in due course. As and when the training courses are started, separate Course Director, Associate Course Director and Course Assistant will be appointed for designing and conducting each training course. Depending upon the type of course, these officers will be taken preferably from Power Sector and on contract for the conduct of their courses. Separate necessary staff will be taken on contract as per the requirement for the other three functions.

So ordered.

(Sanjay Bhatia, IAS)
I/c Director General
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number:	PPI-PC/2007-5
Dated:	February 6, 2007
Empowered Authority:	Director General, YASHADA
Subject:	Renaming the Course Cell as 'Course Planning and Management Cell (CPMC)'
Circulated for information to:	All Faculty and staff of YASHADA
Effective Date:	February 6, 2007

There has been an exponential growth in the number of training programmes conducted by YASHADA during the last three years. The Course Cell provides support to the following:

- ☞ Drafting and publishing the Annual Training Calendar (ATC) and Training Course Profile (TCP) handbook.
- ☞ Facilitating and monitoring the implementation of ATC.
- ☞ Preparing Half-yearly and Annual Training Monitoring Reports
- ☞ Coordinating inter-departmental internal training efforts at the Academy
- ☞ Ensuring collaboration amongst between YASHADA departments, Centre and State Governments and sponsoring agencies

In lieu with the above functions, the Course Cell shall henceforth be recognized as "Course Planning and Management Cell (CPMC)".

So ordered.

(Sanjay Bhatia)
I/c Director General,
YASHADA

**Policy Circular on Norms for payment of Royalty for the books published by
YASHADA**

Policy Circular No	PPI-PC/2007-6
Dated	29 th March 2007
Empowered Authority	Director General, YASHADA
Subject	Norms for Royalty for books published by the Academy
Reference	Proceedings of Faculty and Think Tank Meeting on 22/03/07
Circulated for Information	All Faculty and Staff of YASHADA
Effective Date	01/04/2007

Since, its inception in 1996, the Publications Cell of the Academy, has been publishing books on various topics mainly related to Public / Development Administration. The author/s and editors of these books include mainly faculty members of the Academy or retired or in -services government officers. Also, the materials / documents produced by some team members working under the Academy's various sponsored projects were published in the form of books. It was observed that hitherto / till the month of December 2006, the royalty to the author / editors of the books published by the Academy was paid in the form of some number of copies supplied to them as gratis copies.

It was felt that in certain cases the Academy may be required to pay cash amount and or some number of gratis copies.

Also, it was felt that the faculty members of the Academy need to be provided incentives for authoring / editing the books of their areas of interest and getting them published by the Academy.

Hence, it is decided to pay the one-time royalty to author(s) / editor(s) of the books as per the norms and or rules as described below :

Royalty for the Outside Contributors (Author(s) / Editor/s)

Size of the book	Royalty
> 100 Pages of A4 Size	Rs. 50,000/- + 25 Copies
< 100 Pages of A4 Size	Rs. 30,000/- + 25 Copies
> 100 Pages of A5 Size	Rs. 30,000/- + 25 Copies
< 100 Pages of A5 Size	Rs. 20,000/- + 25 Copies

Note : The size more than A5 size will be treated as par with A4 Size.

Royalty for the Academy's Contributors (Faculty / Officers / Staff)

Size of the book	Royalty
> 100 Pages of A4 Size	Rs. 30,000/- + 25 Copies
< 100 Pages of A4 Size	Rs. 20,000/- + 25 Copies
> 100 Pages of A5 Size	Rs. 20,000/- + 25 Copies
< 100 pages of A5 Size	Rs. 15,000/- + 25 Copies

Note : The size more than A5 will be treated as par with A4 Size.

In both cases i.e. in the case of employees / outside contributors, the copyright of the book(s) has to be compulsorily allotted to the Academy.

In case of multiple authors, the amount of royalty and number of gratis copies may be shared by the authors.

The royalty provided would be lump-sum and one-time payment (i.e. it would be irrespective of number of copies sold). In case of reprints the Academy would not be liable to make any further payments.

In case of author/s requiring more number of copies, than granted as gratis, he/she/they can purchase it from the Academy at the 25% discount rate.

In case of edited books the editor/s may be required to share the royalty with the co-editor/s and contributors of papers / articles.

The book of the size of less than 70 pages would not be treated as book.

The multiple copies of the reports or other documents mandatory to be produced by the staff of the sponsored research and other projects may not be considered for payment of such royalty.

A committee comprised of the Director General / Addl. Director General, DDG & SIRD and Head, YMRC / Publications Cell and Assistant Professor and Officer In charge, Publications Cell would decide the matters related to commissioning of book writing to authors / editors outlining the contents of the book and fixation & revision of copy right and royalty. The layout, designing and printing & publishing of the books routed and regulated only through the committee would be granted the royalty.

So ordered,

(Ratnakar Gaikwad)
Director General,
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2007 -7
Dated	March 30, 2007
Empowered Authority	Director General, YASHADA
Subject	Restructuring of Centre For Equity and Social Justice
Circulated for Information to	All Faculty and Staff of Yashada
Effective Date	March 30, 2007

Background

- 1. Yashada has positioned Centre for Equity and Social Justice (CESJ) as a strategic training, research and advocacy intervention at the Academy. The Centre for Equity and Social Justice was established on 16, April, 2004. Since its inception, CESJ @ YASHADA has contributed its share for the capacity development of its stakeholders.**
- 2. Centre for Equity & Social Justice (CESJ) is established with the aim of achieving social justice through upgradation of the capabilities of historically deprived and weaker sections of society. Issues of Social Justice and Equity are witnessing several challenges through Global and Local social dynamics. Approaches of reform and restructuring are on test to satisfy the apprehensions of the society. For us therefore , strengthening of Democracy is the only solution available. For democracy to prevail, the issues of Social Development, Human Rights, Social Justice, Social Harmony and Women empowerment need to be tackled with careful attention.**
- 3. Therefore, it has been felt that to make CESJ more responsive, effective and relevant to the needs of the stakeholders, it would be appropriate to restructure the Objectives, Work Areas, and required Human Resources. This will not only strengthen the capability of the centre to cater to the needs of the field machinery, it will also help widen the horizons of YASHADA.**
- 4. With this background, CESJ is envisaging an arrangement of judicial mix of vision, plans and activities. It proposes to introduce guidelines on focused work approaches for effective contributions in Key Result Areas. It proposes to streamline the desired output of the centre with the associated responsibilities of faculty. It also proposes a separate organogram to justify the need of attention to be given to the issues of Equity and Social Justice.**

Aims:

Centre for Equity & Social Justice (CESJ) is established with the aim of achieving social justice through upgradation of the capabilities of weaker sections. This will be achieved by capacity building of change agents (officials, non-officials, NGOs, academics and social activists) and conduct of research in the areas of social justice including human rights. It aims at providing expert consultancy services to similar institutes & organizations. It also aims at establishing a network of experts, institutes and organizations working on the issues of social justice. Centre for Equity & Social Justice, being a nodal centre to work on the issues of social justice, in YASHADA, intends to provide policy support services to the Government on various critical issues related to social justice.

Objectives :

The CESJ has worked out following specific objectives to fulfill the aims indicated above.

1. To **propagate** the ideals enshrined in the **Constitution of India**
2. To evolve as a **Resource Hub** for facilitating the empowerment of weaker sections of society
3. To develop **Resource Centres** for Social Justice, Human Rights, Social Development, Women Empowerment and Social Harmony
4. To develop **Subject Experts and Expert Trainers** on various issues of Equity and Social Justice
5. To build up **Knowledge Resource Base** (data base of various materials related to issues of Equity and Social Justice)
6. To develop, execute and implement various **Capacity Building Projects and Training programmes** for capacity building of stakeholders on the issues of Equity and Social Justice.
7. To develop, execute and conduct various **Research Projects and Researches** on the issues of Equity and Social Justice.
8. To prepare **Human Development Reports and Social Justice Reports**
9. To come out with various **publications** for developing capabilities of the stakeholders
10. To develop **digital web portal (dedicated WEB SITE)** of Centre for Equity and Social Justice
11. To develop **Diploma, other short term courses, Correspondence Courses, Distance Learning Modules** in the areas of Social Justice, Human Rights and Social Development.
12. To provide **consultancy and counseling services** to various stakeholders on various aspects of Equity and Social Justice
13. To **advocate for policies** of empowerment of weaker sections of society
14. To **disseminate** various materials (print/ A-V and other formats) on various aspects of Equity and Social Justice.
15. To **establish a forum** for coordinated working with institutes and organisation working in the areas of Equity and Social Justice

Work Areas

To fulfill the aims and objectives indicated above the CESJ will focus its activities (training, research, consultancy, advocacy and education programmes etc.) in the following work areas.

1. Social Justice
2. Social Development
3. Human Rights
4. Women's Empowerment &
5. Social Harmony

Stakeholders

CESJ has identified its stakeholders who come across various aspects of equity and social justice. Officials from development administration, dealing with the issues of development and empowerment of socially and educationally backward sections of society, especially from Department of Social Justice, Department of Tribal Welfare, Department of VJNT, Department of Women & Child, Department of Physically Handicapped, Department of Home, Judiciary and Health, Revenue Department, Corporations of Backward Classes, Commissions for Minorities & Backward Classes etc. are the agents of change. Non Officials who hold responsible positions and who have stakes in the decision making process form another set of stakeholders. They may be from Parliament, State Legislature, Urban Local Bodies and Panchayat Raj Institutions. Both of these officials and non-officials form a group of stakeholders representing Government. Academic Institutions provide research and other academic inputs for imparting education and developing understanding of the subject. Therefore, Educational and Training Institutes, Universities, Training and Research Institutes form another set of stakeholders. Institutions and organisations which work in the area of policy advocacy and social mobilisation like Social & Educational Organisations; Non – Governmental Organisations, Civil Society Organisations, Social Workers, Social Activists constitute into another group of stakeholders of the CESJ. There are organisations of sections of people who fight against the injustice meted out to their members. Associations like Trade Unions, Labour Unions and other issue based unions or associations form another different set of stakeholders. The CESJ shall update the list of stakeholders as and when it is necessary to do so.

Advisory Committee

CESJ shall constitute its Advisory Committee of eminent personalities and experts who are working in the above referred work areas of the CESJ.

Key Result Areas (KRAs)

For the purpose of contributing effectively towards positive development, tangible output needs to be seen. Yashada concept of Key Result Areas is considered for this purpose. CESJ will workout out a priority based plan for working (in focused manner) on specific thrust areas and come out with results (like research studies, policy intervention etc.). It should conduct training and workshops for stakeholders and conduct visit to strengthen the output. Several Key Result Areas from the CESJ Work Areas are identified as mentioned below. However advisory committee meeting will be called frequently to identify the KRAs, assess and review the works under these key result areas.

Work Areas	Key Result Areas
Social Justice	Reservation Policy/ Reservation in Services/ Promotion
	Reservation for Women
	Implementation of Constitutional Provisions
	Enforcement of Legal Provisions for weaker sections of society
	Movements of Social Justice

Social Development	Scheduled Caste Sub Plan (SCP) / Tribal Sub Plan /Development of Backward Class (OBC)/ Development of VJNT/ Development of Religious Minorities/
	Development Boards (for weaker sections)
	Poverty Alleviation Programmes like EGS
	Livelihood / Employment / Minimum Wage
	National Rehabilitation Schemes for People with Disability
Human Rights	Dalit Rights / Tribal Rights/ Rights of VJNT/ DT people
	Rights of OBC people/ Rights of Religious minorities
	SC/ST (PoA) Act; Civil Rights Act
	Rights of Calamity affected people/ Rights of Project Affected Persons
	Rights of People with Disability / Rights of Old aged people / Rights of Children
	Trafficking and Sex workers Human Rights
	History & Movements of Human Rights
Women's Empowerment	Rights of Women / Women Reservation
	Violence – Domestic & Communal / Harassment at work place / in society
	Empowerment process through SHGs
Social Harmony	Social (National) Integration Campaigns
	Constitutional and Social Responsibility of citizens
	Campaigns for People's Participation

Current Problem Areas:

Problems and Issues which invite timely intervention need to be handled with right academic and research inputs for effecting into policy decisions. Often several problems are reported in the work areas of CESJ. CESJ, therefore will conduct researches in such problem issues with a view to updating the capacity building programmes. For this the Advisory Committee will meet once in the beginning of every year to identify current problem areas. For the year 2007 – 08 onwards, CESJ, will work on the following current problems.

- 1. Atrocities on SC/ST**
- 2. Land Tenure Rights**
- 3. Reservation in Private Sector**
- 4. Settlement of VJNT**
- 5. Woman empowerment through SHGs**
- 6. Caste and Communal Violence & National Integration**

Activities of CESJ

- **Capacity Building (Training and Education) of stakeholders**
- **Coordination and Conduct of Research & Evaluation studies**
- **Preparation of Reference, Reading and Training Materials**
- **Preparation of Database**
- **Publications of materials for various stakeholders**
- **Providing Consultancy Services**
- **Coordination and Networking with experts/ institutes etc.**

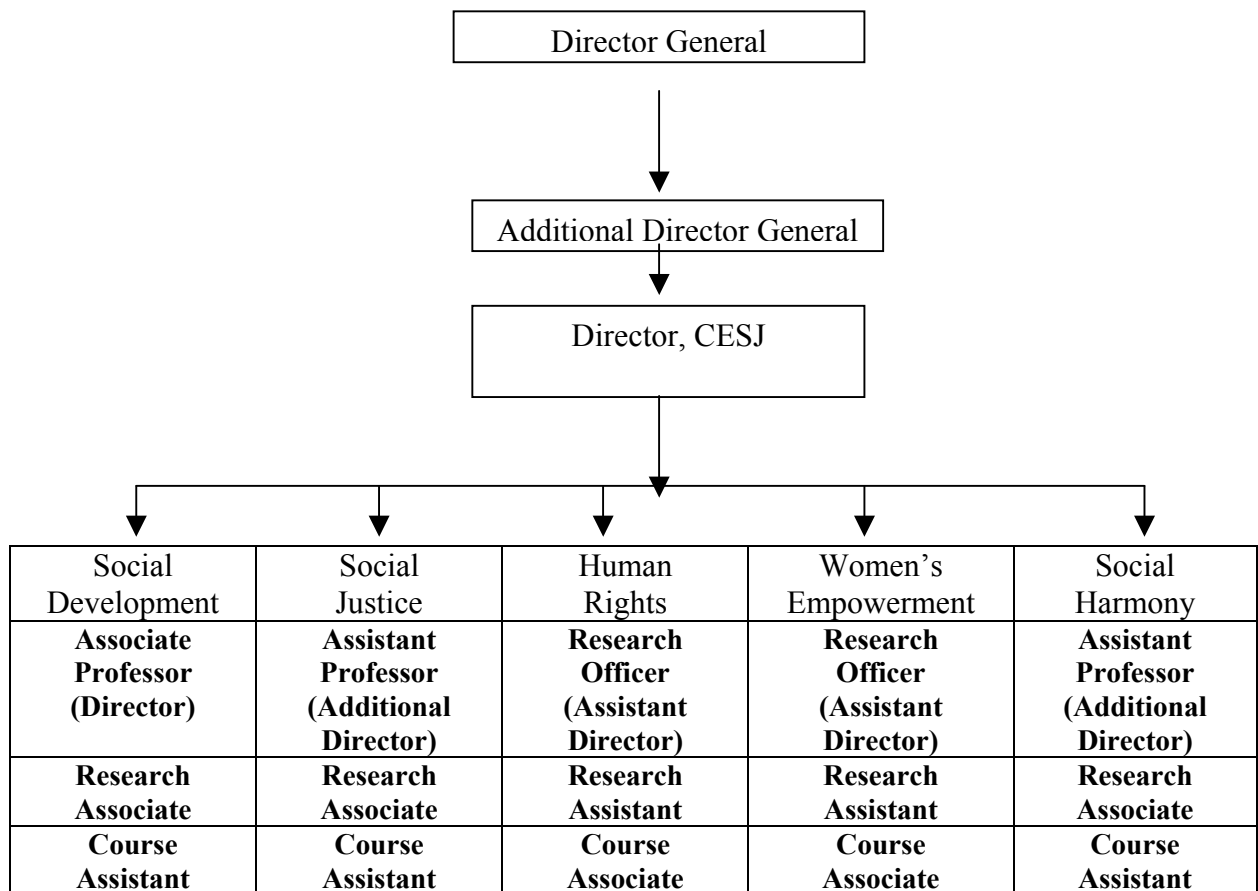
Outputs of CESJ

- **Human Development Report & Social Justice Reports**
- **Training Modules**
- **Reading and Reference materials**
- **Research Reports (and Case studies/Research papers etc.)**
- **Concepts Papers / Facts Sheets/ Thematic Papers/ Research Papers**
- **Data Base (Prints / A-V/Electronic / Digital etc) Documentation**
- **Manuals (Prints / A-V/Electronic / Digital etc)**
- **Publications (Journal, Newsletter, Books, Booklets, Leaflets, Calendars etc.)**
- **Films (Documentary/ Feature/ Clippings/ Technical film and other forms)**
- **Plays / Drama and other art forms for propagation**
- **Directory of Experts, Institutes, Organisations / NGOs**
- **Trained Human Resources**
- **Subject Experts**

Administration

The Centre for Equity and Social Justice will work under the administrative control of Additional Director General. The organogram and the requirements of the Human Resources for the CESJ is indicated as under.

Organogram



		Women Field Officer (Women's Rights)	Field Officer
Legal Advisor			
Documentation Officer (Equity and Social Justice)			
Research Associate (Equity and Social Justice)			

Human Resources Requirements

To start with, in the month of April 2004, four posts namely, Associate Professor (1), Research officer (2) and Research Assistant (1) were allocated for the Centre for Equity and Social Justice. However, later on the CESJ has employed some staff (course assistants etc.) on contract and another Assistant Professor from SIRD was directed to work with the CESJ. CESJ also adopted YASHADA norms for employing faculties and staff on contract basis for accomplishing various tasks under sponsored project.

In the light of restructuring of the Centre for Equity and Social, the above mentioned organogram and the staffing pattern is approved for the CESJ. However it is desired that the CESJ may fill (on contract basis and / or on deputation) the additional required posts etc. or appoint required personnel (on contract basis and / or on deputation) from various Project Funds by applying the laid norms and procedures of the Academy. It is expected that the honorarium etc. for the additional faculty/ staff may be debited from the project funds.

Infrastructure Requirements

YASHADA would accommodate the faculties and staff in its available infrastructure. It would provide a separate space and associated facilities required for the conduct of activities of CESJ. Infrastructure for staff under sponsored project will have to be separately provided by YASHADA, for which appropriate part of the project funds will be utilized.

Financial Resources

YASHADA would provide basic financial resources for the running of the activities of the CESJ. However, It is desired that CESJ would float a proposal for grants from Department of Social Justice of State as well as Central Government. Funds can also be provided from Sponsored Projects.

Approach for conduct of activities

- Available faculties and staff will be divided to work in the five work areas of the CESJ (Social Justice, Human Rights, Social Development, Women Empowerment and Social Harmony) for easy facilitation, coordinated and focused work and for quality and timely output like material development and faculty development.

- The concerned faculty will be responsible for preparation of plan of action (Time line Vs. Output) for accomplishing the tasks and coming out with the output. He will be monitored and evaluated based on the approved action plan.
- Faculty / staff has to work as per YASHADA Guidelines. All norms of ISO etc are to be followed. Any work other than the “Job Chart” need to be done using extra time & extra energy. Appropriate Yashada Circulars are to be followed for payment of incentives for extra work.
- Each of the faculty will be working on specific KRA (in the specific work area of the CESJ) and will conduct training programmes, researches and other associated activities.
- The annual work output expected from a faculty is mentioned as under. To achieve this, the concerned faculty may have to visit the places/ institute, to conduct meetings/ workshops, to make correspondences etc. and to follow all necessary administrative procedures.

1. Training

- **Conduct of Trainings (12)**
- **Conduct of Sessions (80)**
- **Preparation of Theme papers (3)**
- **Preparation of Training modules (3)**
- **Preparation of Reading Materials (3)**
- **Collection of Reference Materials (200)**
- **Preparation of Articles (4)**

2. Research

- **Preparation of Research Papers (2)**
- **Conduct of Research (1)**
- **Coordinating Conduct of Research by Subject Expert (1)**

3. Coordination

- **Coordination with Institutions/ Experts and Civil Society Organizations for consultancy and networking**

4. KRA work

- **Preparation of ISR/ research study/ case study/ manual etc. (1)**

Further Actions Needed

Considering the scope and further expansion of the works of the CESJ, in due course of time, CESJ will make separate proposals for establishment of dedicated cells for concentrating works in the identified work areas (focus areas) of the CESJ. These cells will work under the CESJ. The cells shall be developed as mentioned below.

- 1. Social Development Cell**
- 2. Social Justice Cell**
- 3. Human Rights Cell**
- 4. Women Empowerment Cell**
- 5. Social Harmony Cell**

6. Documentation Cell for CESJ

So Ordered.

(Ratnakar Gaikwad, IAS)
Director General,
YASHADA



Policy Circular on Vipassana for Common Foundation Courses

YASHADA POLICY CIRCULAR

Policy Circular Number :	PPI-PC/2007-8
Dated :	2.4.2007
Empowered Authority :	Director General, YASHADA
Subject :	Vipassana for Common Foundation Courses
Circulated for information to :	All Faculty and staff of YASHADA
Effective Date :	2.4.2007

The participants of Common Foundation Courses undergo Vipassana course as part of their training. For this they are sent to other Vipassana Centres since the Vipassana course in YASHADA doesn't necessarily coincide with their tenure of stay here.

The caterer charges Rs. 120/- per participant per day for Vipassana Courses held in YASHADA which amounts to Rs. 1200/- per participant for 10 days' Vipassana course.

It is appropriate that at least amount of Rs. 1000/- per participant be offered to the NGO running Vipassana Centre as '**Dana**' where these participants are sent for Vipassana course.

So ordered,


(Ratnakar Gaikwad)
Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No. & Date	PPI-PC/ 2007-9 -2 nd April 2007
Subject	Establishment of a Centre for Innovation & Dissemination (CID) within the Research & Documentation Centre of YASHADA
Effective From	March 23, 2007
Empowered Authority	Director General
For Necessary Action	DDG (R) and Shri Sumedh Gurjar, Director, CID
For Information	All faculty members of YASHADA

1) Context and Perspective

Innovations are always a rarity, be it science, technology, culture or public administration and governance. Yet, innovations are primarily responsible for fundamental and lasting transformations in these and various other spheres of human existence. Every innovation is therefore precious.

The essence of ‘innovativeness’ in any innovation is highly contextual. Hence, there cannot be one universal measure to define what constitutes an innovation. Often, a high level of social sensitivity is required in seeing the innovativeness in what might otherwise appear as an ordinary act. A contextually sensitive and appropriate **Definition** of innovation is thus the foremost requirement to ensure that every meaningful innovation gets identified.

It is essential to capture and preserve every constructive and meaningful innovation through appropriate means of **Documentation**.

According to Alfred Louse Kroeber – a famous anthropologist – diffusion of innovations is perhaps as important as innovations themselves. Anthropological research clearly establishes the fact that a uniform evolution and spread of human culture across the globe is primarily due to an extensive diffusion of innovations from a few epicenters, and not so much due to simultaneous, parallel innovations in different regions and cultures. Every documented innovation therefore needs to be diffused and propagated through suitable means of **Dissemination**.

The actual incident of an innovation remains a probability, however, the conditions and circumstances underlying an innovation can be systematically analyzed. Based on such analysis, systematic efforts can be made towards **Replication** of innovations through creation of conducive circumstances and environments. The documentation of innovations hence needs to be highly analytical and critical so as to precisely identify the conditions and parameters for their replication.

Often innovations are short-lived. The sustainability of any innovation depends on its ability to stand the test of time and change. Innovations need to be integrated with an existing situation through creation of support mechanisms, be it knowledge, attitudes, practices, policies, etc., so as to ensure their true and complete **Institutionalization**.

In the modern industrial world, innovations have often been triggered and driven by the forces of economy and markets. In the era of liberalization, privatization and globalization, the market-driven innovations have gained evermore strength, and are rapidly transforming the public life and systems. Hitherto State-owned public systems are being progressively privatized. Impact of modern market-forces is evident on public infrastructure, professions, life-styles, and so on. However, there is one area wherein market forces are never likely to venture, i.e., the welfare of deprived and vulnerable. In fact, every research shows that market forces tend to further marginalize those already marginalized. Hence, a major focus of future social innovations needs to be on those who are likely to go unnoticed and unheard in the race for economic development and prosperity. Appropriate **Socialization** of innovations is therefore crucial to achieving the desired social impact. Innovations, which are not tuned to the greatest common good of the greatest numbers is bound to turn counter-productive in the long run.

Innovations and their dissemination is therefore a crucial strategy for propagating better public administration and governance. YASHADA being the apex training and research agency of the State Government, and being an active platform for public policy review and advise, it is apt for

YASHADA to activate an institutional mechanism for documentation, dissemination, replication and overall promotion of relevant and meaningful innovations in the public sphere.

2. Policy Directives

In the above perspective, a Centre for Innovation & Dissemination (CID) has already been setup in YASHADA to promote innovative ways of tackling the public matters and issues. However, the Centre now needs to be rejuvenated and strengthened. For this purpose, the following policy directives are hereby issued with immediate effect.

a) Merger of CID with the Research & Documentation Centre

- 1) CID is hereby merged with the Research & Documentation Centre in view of the fact that documentation and dissemination of innovations is primarily a research-based activity.
- 2) CID will be headed by a Director who will build a suitable team of competent professionals to carry out the activities of the Centre.
- 3) Director, CID and his team will work under the overall guidance of DDG (R).

b) Operational Strategy

- 1) CID will endeavor to promote meaningful and constructive innovations of significance to public life through facilitating conducive environments for their occurrence, and through their documentation, dissemination, replication, and institutionalization.
- 2) CID will adopt a multi-strategic and multi-stakeholder approach to achieve its mandate, including integration of research, field-based action, training / capacity building, advocacy, facilitation / coordination, etc.
- 3) CID will strive for convergence of innovative efforts of government agencies, NGOs, civil society actors, communities, international agencies, and so on, towards evolving a comprehensive framework of innovative strategies on public issues.
- 4) Similarly, CID will seek and facilitate convergence of various wings and activities of YASHADA so as to tap every potential opportunity of promoting innovations.
- 5) CID will extensively make use of various means of dissemination such as publications, website, media programmes, hand-outs and booklets, workshops / conferences, etc., so as to propagate innovations.
- 6) CID will place a special emphasis on social innovations for welfare of the marginalized sections of society, which generally remain out of reach of the large-scale technological and economic innovations.

C) Advisory Committee

In order to achieve meaningful convergence of innovative efforts of various stakeholders, CID will form an Advisory Committee consisting of representatives of governments, NGOs, civil society, etc. The Advisory Committee will meet quarterly to discuss how various isolated efforts of innovations could be linked together effectively.

D) Financial Support

To begin with, the establishment and activities of CID will be supported from YASHADA funds. However, the Director, CID, will strive to make the Centre financially self-sustaining through undertaking externally sponsored research / training and such other suitable activities.



(Director General)

YASHADA POLICY CIRCULAR

Policy Circular Number:	PPI-PC/2007-10
Dated:	April 12, 2007
Empowered Authority:	Director General, YASHADA
Subject:	Resource Center for Disability Rehabilitation (RCDR)
Circulated for information to:	All Faculty and staff of YASHADA
Effective Date:	April 12, 2007

I. Introduction:

Background:

Disability has been a social welfare issue for a very long time. It was characterized by an attitude of charity. It was based on the feeling of pity towards disabled people. The approach was that able-bodied people were capable of solving the problems of disabled people. However, in reality, neither did it solve any problems nor did it contribute in ameliorating their situation.

The first comprehensive headcount of persons with disabilities was undertaken during the census 2001. It states that there are about 22 million people with disabilities in India, which puts the disability rate close to 2.13%; to many it is gross underestimation. However, even 22 million is not a small number, especially keeping in mind the fact that such a huge population is deprived of basic human rights and services.

Status:

Being proactive, Govt. of India has come up with legislations in the last decade.

- Rehabilitation Council Act, 1992, to monitors standards and undertakes related issues for manpower working in the field of disability rehabilitation.
- Persons with Disabilities Act, 1995 offers the protection of rights, equal opportunities and full participation to persons with disabilities.
- The National Trust act, 2000 to uphold the rights, promote development and safeguard the interests of persons with autism, cerebral palsy, mental retardation and multiple disabilities and their family members.
- The Govt. of India does offer various schemes & facilities for the persons with disabilities for their upliftment and so do the State Governments including Government of Maharashtra.

Thus on papers, things are quite satisfactory compared to many countries in the world. But in reality, the implementation of all these acts is far from satisfactory due to various reasons. The awareness regarding the various schemes and facilities provided by the Central and State Govt. is not impressive at all. Ignorance, misconceptions and stereotypes regarding disability continue to exist. The delivery of basic services such as health, education employment is still a distant dream for persons with disabilities. A lot more needs to be done to convert the promises on paper into ground realities. There are miles to go before people with disabilities in India receive equal opportunities, protection of rights and full participation.

It is evident therefore, that disability rehabilitation requires strong policy advocacy in addition to other effective interventions in order to impact critical governance issues and to increase positive participation of the civil society. Awareness creation, information dissemination, capacity building and active participation of various stakeholders would lead to achievement of the goal of inclusion of disabled people into mainstream society. YASHADA, to prioritize the issue of disability rehabilitation & strives to mainstream persons with disabilities in the society, therefore has positioned Disability Rehabilitation as training and research intervention through establishment of 'Resource Center for Disability Rehabilitation' (RCDR)

II. Objectives

The objectives of the Resource Center for Disability rehabilitation are as mentioned below-

1. Capacity Building of the stakeholders
2. Support research activities
3. Providing platform for interaction through Resource Center
4. Making YASHADA as a role model in Disability Rehabilitation by providing barrier free environment.

III. Plan of Action:

Plan of action for the Resource Center for Disability Rehabilitation is as mentioned below-

1. Organizing training programs and workshops on various relevant topics in Disability Rehabilitation

Training and capacity building of disabled people, their families Govt offices, NGOs, media etc. would pave way to creation of awareness and to enhance the empowerment process. In addition it is equally important to build capacity of all the other stakeholders in the field of disability in order to create a vision of a just and inclusive society of tomorrow.

Certain topics were selected for training programs as well as workshops.

2. Undertaking action research on important issues in Disability Rehabilitation:

- Study of adolescent disabled girls
- Networking among the NGOs working in the field of disability rehabilitation.

3. Establishing a Resource Center for Disability Rehabilitation:

This center aims to address the dire need of much required yet rarely available comprehensive information dissemination center with all relevant information giving the status of disability rehabilitation in Maharashtra state. It would be much more than library. It would also display various artifacts made by disabled artists for exhibition cum sale purposes. The process has already begun.

4. Preparation of Manual on Disability Rehabilitation:

Providing much needed information regarding various aspects of disability rehabilitation so as to help create awareness, eradicate misconceptions, bring forth success stories with an ultimately aim to build a positive attitude of all stakeholders related to disability rehabilitation.

With the contributions from the disabled people and their family members, various experts in the disability rehabilitation field and other relevant people from Govt., Public and Corporate sector and civil society, this manual is ready in a draft format

5. Working towards Barrier free environment for persons with disabilities:

The Resource center has been envisaged as a model building with barrier free design so as to provide easy access to persons with disabilities. It is also planned that gradually the entire YASHADA complex would be converted into Barrier free zone for persons with disabilities. It would include disabled friendly ramps, bars. Toilets, public telephone booths, eating outlets etc. gradually the effort would spread to the other departments at YASHADA so as to make YASHADA a model.

IV. Resource Requirements

- a. Human Resources

Disability Resource Center will work under the administrative control of Deputy Director General

Other Human Resource required as below:-

Designation	Responsibility
1. Assistant Professor	OIC
2. Training Coordinator	Capacity Building Programs
3. Research Officer	Research, workshops, trainings etc
4. Project Coordinator	Project activities

Other support staff may be appointed as and when needed with permission of Director General

b. Infrastructure

- Presently this center is housed at YASHADA's ground Floor of Administrative Building, which is suitable with its barrier free features.
- Resource Center: Reference Reading room and information kiosk (with touch screen).
- Sankalp: Exhibition and Sales counter of Artifacts and products of person with disabilities and other vulnerable group will be continued at present place till its extension plan.
- Barrier Free: To become a role model Government institution, YASHADA has proposed a barrier free plan for its campus, which will be implemented through all new structures and existing structures of YASHADA.

c. Financial

YASHADA would provide basic financial resources for the running of the activities of Disability Resource Center. However, the Resource Center for Disability Rehabilitation will be supported by YASHADA initially, and financial support will be sought from various government and non-government sources.

d. Administrative

The Resource Center for Disability Rehabilitation (RCDR), will function within the aegis of YASHADA.

So ordered.



(Ratnakar Gaikwad)
Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number:	PPI-PC/2007-11
Dated:	5 May, 2007
Empowered Authority:	Director General, YASHADA
Subject:	Regarding availing personal loan to purchase computer to be used at their residence by YASHADA employees
Reference:	Approval by ADG, YASHADA dated 27 April 2007
Circulated for information to:	All Faculty and staff of YASHADA
Effective Date:	5 May, 2007

YASHADA employees are eligible for grant of following advances as per provision in the YASHADA Service Rules:

- (a) New Motorcycle
- (b) Old Motorcycle (not more than 5 years old)
- (c) New Scooter
- (d) Old Scooter (not more than 5 years)
- (e) New Moped
- (f) Old Moped
- (g) New bicycle
- (h) Old bicycle (not more than five years old)

Vide Government Resolution No. घर्बांअ-१०९९/प्र.क्र.२/९९/विनियग, मंत्रालय, मुंबई dated 8 July 1999, YASHADA employees are eligible to receive the House Building Advance.

Extract of approved Agenda Notes of 22nd BoG held on 3 May 1997

Agenda Item No. BoG:XXII:09 (A)

Provision for House Building Advance for YASHADA employees

At present, there is no provision for House Building Advance for YASHADA employees and Government grants are also not made available to the Academy for this purpose. There is a pressing demand from the YASHADA employees for house building advance, which they are presently deprived of.

The Board, in its XIX meeting held on 24 December 1994, has approved the creation of a Corpus Fund for YASHADA and utilization of the interest earned on the Corpus for, inter alia, the welfare of the Academy's employees.

Since House Building Advance could be defined as a welfare measure, the Board is requested to approve this facility for YASHADA employees subject to the following conditions:

- (a) Yearly interest earned on the Corpus Fund would be utilized for this purpose as under:
 - i. H.B.A. – 50% of the interest earned
 - ii. Vehicle Loan – 25% of the interest earned
 - iii. Welfare of the YASHADA Employee – 25% of the interest earned

Utilization of corpus funds and/ or interest derived thereupon is a matter of decision by the Director General by keeping the EC and BoGs informed in the event that the amount does not exceed in permissible limits as and whenever proposed earlier. The use of 25% share of interest on corpus fund meant for welfare is being utilized for the purpose of availment of advance for HBA and/or Vehicle Advance.

It is now proposed as follows:

- (a) Loan advance for purchase of personal computers by YASHADA employees for use at their residence should be permitted by recognition as “Welfare of the YASHADA employees”.
- (b) Considering the need to provide this loan amongst from the interest derived from the corpus and the need to provide the loan advances within the purview of welfare of YASHADA employees, it is now approved that a lump sum amount of Rs. 25,000/- may be provided upon approval of the request for loan by YASHADA employees.
- (c) It is further approved that the said loan amount may be recovered within a period of three years.
- (d) It is further approved that there should be no limit to the number of employees who might avail this loan facility at YASHADA and this may therefore be sanctioned to permanent employees only considering the fact that the duration of the loan is up to three years.
- (e) Necessary procedures for verification and ratification of actual purchase of computer may be determined by Administration and Accounts.

So ordered.

(Ratnakar Gaikwad, IAS)
Director General,
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No. & Date	PPI-PC/2007-12 23 rd May 2007
Subject	Establishment of a Centre for Women's Empowerment at YASHADA
Effective From	23 rd May 2007
Empowered Authority	Director General
For necessary action	DDG (R), Director, Centre for Women's Empowerment
Circulated for Information and Action	YASHADA Faculty

Background

Equality is one of the fundamental rights established by the Constitution of India. Gender equality is an important manifestation of the equality in general. Several legal and policy measures have been taken by the Government since Independence to facilitate equal rights of women in all walks of social life. There is even a separate quota for women in important public positions, both elected and appointed. Apex statutory bodies for women such as the National and State Commissions for Women have been monitoring the status of women in the society. However the present scenario of women's participation in social life and national development leaves much to be desired.

The studies across the world show that this gap between policy and practice is on account of a lack of grassroots level empowerment of women through various social and participative measures. Adequate empowerment of women in the India society has not taken place since independence. Violence and discrimination are obstacles in the empowerment process among the women particularly from the weaker sections.

However, in recent times various avenues of women's empowerment through Self Help Groups (SHGs) as the nodal enabling institution have been experimented successfully. Through SHG movement, women are now confidently venturing into co-operative finance, cluster development, legal aid and services, social development initiatives and so on. However, it is necessary to now consolidate these isolated efforts into a systematic social movement for women's empowerment. Such an endeavor would require an integrated approach combining training, capacity building, social mobilization, awareness building and grassroots level facilitation and coordination.

YASHADA being a policy platform for the State of Maharashtra, it has been decided to set-up a Centre for Women's Empowerment at YASHADA. Various wings of YASHADA have already been actively involved in training, research and capacity building towards women's empowerment. The Centre for Women's Empowerment will help in integrating these efforts into a coherent strategy for women's empowerment.

Policy Directives

1) A Centre for Women's Empowerment is hereby established in YASHADA.

2) The Centre will have the following Objectives.

- To comprehensively assess the scenario of women's participation in social life and development, and to critically identify the gaps, bottle necks and issues in women's development and empowerment.
- To suggest more effective policies of women's empowerment such as gender budgeting, gender audit, guidelines for mainstreaming gender concerns, checklists for planners, officials and legislators, etc.
- To identify needs and avenues of women's empowerment so as to facilitate their equal participation in social life and development.
- To undertake concrete measures for women empowerment integrating the strategies of training, capacity building, mobilization, awareness building, focused interventions and field-based coordination.
- To comprehensively document and assess the impact of such measures on the women and the society at large through systematic action research. In fact most of the initiative of the centre will be carried out in an action research framework so as to facilitate a learning process in women's empowerment.
- To create a repository of knowledge on women's empowerment through documentation and action research, and to proactively disseminate such knowledge through mass media.
- To facilitate replication and scaling-up of exemplary initiatives and good practices in women's empowerment through the above initiatives towards building up of a systematic social movement for women's empowerment.

- 3) In view of the fact that most activities of the Centre will be in the form of action research involving training, capacity building, ground level interventions, etc., the Centre is hereby attached to the Research and Documentation Centre of YASHADA and will function under an overall supervision of Deputy Director General (Research).
- 4) The Centre will have in house team as follows.
- a. Director
 - b. Senior Consultant
 - c. Coordinator
 - d. Research Officer
 - e. Research Assistant / Training Assistant (2)
 - f. Support Staff as needed for administrative work
- Suitable persons will be hired for the above positions on contract basis.
- 5) The centre will have an Advisory Committee to guide its activities. The Advisory Committee will consist of well-known experts in the field of gender empowerment. The Advisory Committee will be headed by the Director General, YASHADA and will consist of Deputy Director General (Research), Director, Centre for Women's Empowerment and Additional Director (Research) as YASHADA representatives besides the known experts invited from the society.
- 6) The activities of the centre will be initially supported from YASHADA resources, however, the Centre will strive for self-reliance through sponsored projects, sponsored training and such other sponsored activities.



(Director General)

YASHADA POLICY CIRCULAR

Policy Circular No. & Date	PPI-PC/ 207-13
Subject	Establishment of an 'Interdisciplinary School for Applied Development Studies (ISADS)' at YASHADA
Effective From	23 rd May 2007
Empowered Authority	Director General
Circulated for Information	YASHADA Faculty

Background

Over the last few years YASHADA has emerged from merely being an administrative training institute to a policy advocacy platform for taking up major public issues through research, capacity building, handholding support, multi-stakeholder dialogue, and so on. In this new role, YASHADA has now been consciously professing and propagating certain paradigm shifts in governance such as community empowerment, bottom-up development, convergent public policy and programming, etc. These new frontiers of YASHADA's endeavors are essentially inter-disciplinary and cross-sectoral in nature. YASHADA has been keenly trying to inculcate these new approaches among its trainees. However, it is increasingly felt that unlike its traditional sectoral training, these new convergent paradigms demand a more intensive process of educating the trainees so as to facilitate a fundamental shift in their whole approach and attitude to the issues in question.

The Chief Secretary in his capacity as the Chairperson of YASHADA's Board of Governors has directed YASHADA to consider more sustained ways of educating the trainees in the newer paradigms of development administration through long-duration academic programmes. The Executive Committee (EC) of YASHADA has also recently taken keen interest in this matter and suggested that a separate academic wing may be established in YASHADA to develop and run long-duration academic programmes. BoG and EC have thus clearly set a mandate for YASHADA to work towards the status of a deemed university.

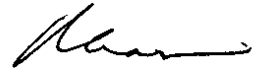
With this realization, YASHADA has been working towards Post-graduate Diploma Programmes. In addition to the benefit of more sustained interaction with trainees, the long-duration academic programmes like a Diploma would also facilitate access to broader clientele including post-graduate students and NGO functionaries besides government officers. Already Diploma Programmes have been evolved in Urban Management, Rural Management, Child Labor, Disaster Management, etc. Recognition and affiliation of the Universities of Mumbai and Pune is being sought to these programme.

In view of these initiatives, and the directives of BoG and EC to set up a dedicated wing within YASHADA to coordinate and oversee various long-duration academic programmes to be offered through YASHADA. In addition to Diploma programmes, it has been planned to gradually offer full-scale Degree Programmes in applied development studies. It is envisioned that through these academic programmes YASHADA would emerge as a unique University dedicated to applied studies in development, governance and public policy.

Policy Directives

- 1) An 'Interdisciplinary School for Applied Development Studies (ISADS)' is hereby established at YASHADA with immediate effect.
- 2) ISADS will pursue the following objectives.
 - a. To develop long duration academic programmes such as the Certificate / Diploma / Degree Programmes on applied development themes in coordination with concerned wings of YASHADA and other agencies;
 - b. To facilitate syllabus development, university recognition / affiliation, faculty identification, and such other aspects of development of new academic programmes;
 - c. To coordinate and supervise the execution of academic programmes with a special view to maintain high standards of learning, and proper conduct of examinations / assessment procedures;
 - d. To network with universities, research organizations, ATIs and such other agencies to explore the possibilities of academic exchange and mutual enrichment of programmes;
 - e. To explore and harness synergy of academic programmes with training and research activities of YASHADA;
 - f. To work towards gradually establishing YASHADA as a University through the above initiatives and measures.
- 3) The Deputy Director General (Research) will be the Chairperson of ISADS.
- 4) ISADS will have an apex Advisory Committee with the following constitution.
 - a. Director General, YASHADA, as Chairperson;
 - b. Additional Director General, YASHADA, as Vice Chairperson;
 - c. Deputy Director General (Research), YASHADA, as Member Convener;
 - d. A Deputy Director General, YASHADA, nominated by the Director General as Member
 - e. Vice Chancellors of the Universities of Pune and Mumbai, or the persons nominated by them, as Members
 - f. Persons of the rank of Vice Chancellor from Deemed / Open Universities nominated by the Director General as Members (up to 2)
 - g. Subject experts as nominated by the Director General as Members (up to 3)
- 5) Under the overall supervision of Advisory Committee there will be Academic Committees for each academic programme as follows.
 - a. Deputy Director General (Research), YASHADA as Chairman
 - b. Deputy Director General / Director of the concerned wing of YASHADA as Vice Chairman;
 - c. Programme Director / Coordinator nominated by the concerned Deputy Director General / Director as a Member;
 - d. Dean of Faculty of Mental, Moral & Social Sciences, University of Pune or the concerned university as a Member;
 - e. Chairman, concerned Board of Studies, University of Pune or the concerned university as a Member;

- f. Acclaimed expert (s) in the concerned discipline / field as a Member;
- 5) The Academic Committee may constitute separate sub-committees to deliberate on each academic programme, is felt necessary.
 - 6) The Academic Committee may invite any faculty / officer of YASHADA as a Special Invitee to deliberate on certain academic, administrative, financial or logistic issues associated with conduct of academic programmes at YASHADA.
 - 7) ISADS will have a secretariate consisting of the following contract staff along with the necessary office infrastructure.
 - a. Academic Officer (at the level of Research Officer of YASHADA)
 - b. Secretary cum Steno
 - c. Peon / General Attendant
 - 8) All wings / units of YASHADA desirous of initiating an academic programme will submit an initial proposal to ISADS requesting for activating the Academic Committee / sub-committee for scrutiny and further processing of the proposal.
 - 9) Initially, the ISADS Secretariate and activities will be supported from YASHADA resources. However, gradually a reasonable proportion of revenue generated from academic programmes will be utilized to meet the costs of ISADS. The Academic Committee will propose the modalities for this purpose for approval of the Director General.



(Director General)

Policy Circular on Norms for Incentive to Staff of the Publications Cell

Policy Circular No	PPI – PC / 2007 - 14
Dated	21 May 2007
Empowered Authority	Director General, YASHADA
Subject	Norms for Incentives to staff of the Publications Cell
Reference	Proceedings of Faculty and Think Tank Meeting on 22/03/07
Circulated for Information	All Concerned Sections of the Academy
Effective Date	01/04/2006

Due to sudden and rapid growth in the activities during past few years, the Academy has formulated certain norms for offering incentives to high performing individuals or teams. The some of the activities performed by the Publications Cell have also grown manifold. Where as availability of staff has remained almost same.

Hence, it was felt that there is a need to formulate norms for offering the incentive to staff of Publications Cell. (Also, it was resolved in the Faculty and Think Tank Meeting on 22/03/2007 that such norms should be formulated).

Also, it is observed that there is tremendous growth in the activities related to sale of books and procurement of subscriptions for the Academy's Quarterly Journals. Also, it would be easier to quantify in terms of amount received from sale the additional works performed in this relation. (A profit of more than 30% is earned from the sale of books).

Hence, It is decided that if the Publications Cell is able to accomplish aggregate 100% targets for all the other core activities including Publishing of Journals, Books, Booklets and News Paper Articles / News Items and organising TV & Radio Programmes then the Cell should be offered incentive for the amount received from sale of books and procurement of subscriptions for journals as per the norms as described below :

1. The amount of annual incentive offered would be 7% of the difference between total amount received from sale and subscriptions and the targeted amount for these activities as prescribed in MIS Indicator.
2. The Accounts Officer is authorised to verify the calculated amount of incentive from records of deposits made by the Cell every year.
3. The amount of incentive would be deposited in the name of the Assistant Professor and Officer Incharge of the Publications Cell, who would be authorised to distribute as per his / her judgement the incentive amount to the concerned staff members of the Cell, keeping in view their contribution to the activities of the Cell.
4. A committee consisting of Head, YMRC / Publications Cell / Assistant Professor and Officer Incharge, Publications Cell and Registrar / Assistant Registrar and Accounts Officer may check / verify the claims made by the Publications Cell in regard to MIS and the Incentive amount.

So ordered,



(Ratnakar Gaikwad)
Director General, YASHADA

YASHADA POLICY CIRCULAR


Policy Circular Number	PPI-PC/2007-15
Dated	July 10, 2007
Empowered Authority	Director General, YASHADA
Subject	Regarding provision of MDC Facilities to Officers of All India Services
Reference	1. Circular No. Administrative Decision.2 dated 27 October 2003 2. Circular No. DGO dated 2 April 2004
Circulated for information to	All Faculty and staff of YASHADA
Effective Date	July 10, 2007

Lodging and Boarding facilities at MDC will be made available to All India Services Officers as per following rates.

Category	Consolidated fees	Responsibility
All India Service Officers of Collaborating Institutions and those with specific MOU with YASHADA or on collaborative projects if arriving as YASHADA Guest.	NIL	ADG / DDG
All India Service Officers on Government Duty on visit to Pune for not more than three days.	<ul style="list-style-type: none"> • Rs.125/- for room on single occupancy basis. • Rs.200/- for room on double occupancy basis. • Rs.100/-per person for each additional occupancy in same room 	Director MDC
All India Service Officers on visit to Pune for not more than three days	<ul style="list-style-type: none"> • Rs.200/- for room on single occupancy basis • Rs.300/- for room on double occupancy basis • Rs.100/- per person for each additional occupancy in same room 	Director MDC
Reservation of additional rooms to be provided on a case to case basis.	<ul style="list-style-type: none"> • Rs.500/- per room (upto 2 persons) • Rs.200/- per person for each additional occupancy in same room 	Director MDC

Note: Consolidated charges include full board & lodging. The above facilities are provided with effect from date of issue of this Policy Circular.

So ordered.


 11/7/07
(V Ramani)
 Director General,

YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2007-16
Dated	July 11, 2007
Empowered Authority	Director General, YASHADA
Subject	Regarding provision of non-MDC Facilities to Officers of All India Services
Reference	1. Circular No. Administrative Decision.2 dated 27 October 2003 2. Circular No. DGO dated 2 April 2004
Circulated for information to	All Faculty and staff of YASHADA
Effective Date	July 11, 2007

Lodging and Boarding facilities at non-MDC premises will be made available to All India Services Officers as per following rates.

Category	Consolidated fees	Responsibility
All India Service Officers of Collaborating Institutions and those with specific MOU with YASHADA or on collaborative projects if arriving as YASHADA Guest.	NIL	ADG / DDG
All India Service Officers on Government Duty on visit to Pune for not more than three days.	<ul style="list-style-type: none"> • Rs.100/- for room on single occupancy basis. • Rs.150/- for room on double occupancy basis. • Rs.75/- per person for each additional occupancy in same room 	Hostel Manager/s
All India Service Officers on visit to Pune for not more than three days	<ul style="list-style-type: none"> • Rs.150/- for room on single occupancy basis • Rs.225/- for room on double occupancy basis • Rs.100/- per person for each additional occupancy in same room 	Hostel Manager/s
Reservation of additional rooms to be provided on a case-to-case basis.	<ul style="list-style-type: none"> • Rs.400/- per room (upto 2 persons) • Rs.150/- per person for each additional occupancy in same room 	Hostel Manager/s

Note: Consolidated charges include full board & lodging. The above facilities are provided with effect from date of issue of this Policy Circular.

So ordered.

(V Ramani)
Director General,
YASHADA



यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी
राजभवन आवार, बाणेर रोड, पुणे - ४११ ००७

यशदा धोरण परिपत्रक

धोरण परीपत्रक क्रमांक	क्र PPI-PC/2007-17
दिनांक	०३. ऑगस्ट २००७
विषय	संस्थेतील अधिकारी कर्मचारी यांना संगणक अग्रिम मंजूर करणेबाबत
संदर्भ	१) वित्त विभाग शासन निर्णय क्रमांक अग्रिम-१०००/प्रक्र ४२/२०००/विनियम दिनांक ०१ जुलै २००६. २) नस्ती क्रमांक प्रशा-१/१६०६/संगणक अग्रिम मधील टिपाक्र १६ वर मा महासंचालक यांची मान्यता.
प्रति	सर्व अधिकारी / कर्मचारी
परिपत्रक लागू दिनांक	१८ जुलै २००७

पार्श्वभूमी :-

(अ) दिनांक २२.०५.१९९८ रोजी नियामक मंडळाच्या बैठकीमध्ये संस्थेतील अधिकारी/कर्मचारी यांना शासनाच्या धर्तीवर संगणक खरेदीसाठी वैयक्तिक संगणक अग्रिम मंजूर करण्याबाबत मान्यता देण्यात आलेली आहे. सदर मान्यता देताना ही योजना काटेकोरपणे शासनाच्या नियमानुसार असावी असे निर्देश नियामक मंडळाने दिले आहेत.

(ब) दरम्यान संदर्भ क्रमांक ०१ येथे नमुद करण्यात आलेल्या शासन निर्णयामध्ये वैयक्तिक संगणक अग्रिम मंजूर करण्याबाबत सुधारीत अटी व शर्ती निर्गमित करण्यात आल्या आहेत. त्यामुळे या शासन निर्णयातील तदतुदीप्रमाणे संगणक अग्रिमाच्या सुधारीत अटी व शर्ती या धोरण परिपत्रकान्वये लागू करण्यात येत आहेत. सदर शासन निर्णयातील ठळक तरतुदी खालीलप्रमाणे आहेत.

०१ वर्ग - १ ते वर्ग - ३ पर्यंतच्या स्थायी व अस्थायी अधिकारी/ कर्मचारी यांना ते धारण करत असलेल्या पदांच्या सेवाप्रवेश नियमातील तरतुदीनुसार संगणकाचे ज्ञान आवश्यक असल्यास व्याजरहीत संगणक अग्रिम अनुज्ञेय राहिल.

०२ अग्रिमाची रक्कम जास्तीत जास्त रु. २०,०००/- (रुपये वीस हजार फक्त) किंवा संगणकाची प्रत्यक्ष किंमत, यापैकी जी कमी असेल तेवढी असेल. .

०३ अग्रिमाची वसुली अग्रिम मंजूरीच्या पुढील लगतच्या महिन्यापासून जास्तीत जास्त ५० (पन्नास) कमाल मासिक हप्त्यांमध्ये करण्यात येईल.मात्र एखादा कर्मचारी/अधिकारी नियतवयोमानानुसार

उपरोक्त ५० मासिक हप्ते पूर्ण होण्यापूर्वीच सेवानिवृत्त होणार असेल, तर त्याच्या सेवानिवृत्तीपूर्वी संपूर्ण अग्रिमाची वसूली होईल अशाप्रकारे वसूलीचे हप्ते निश्चित करण्यात येतील.

०४ वैयक्तिक संगणक अग्रिम मिळण्यासाठीचा अर्ज ज्या तारखेला प्राप्त झाला असेल त्या तारखेच्या आधारे त्या अधिका-याचा/कर्मचा-याचा त्याबाबतच्या प्रतिक्षयादीत ज्येष्ठता क्रम निश्चित करण्यात येईल व त्या ज्येष्ठता क्रमानुसार व निधीच्या उपलब्धतेनुसार अग्रिम मंजूर करण्यात येईल.

०५ अग्रिम प्रत्यक्ष अदा केल्यानंतर एक महिन्याच्या आत वैयक्तिक संगणक खरेदी करण्यात यावा व त्याबाबतचे कागदपत्र साक्षांकित प्रतीसह निबंधक, यशदा यांना सादर करावेत. अधिकारी /कर्मचारी यांना अग्रिमाची रक्कम अदा करण्यापूर्वी नमुना क्रमांक: २० (क्रन्दडुदडुदुथ डदुथडुदुथ, कडुग ग २०) मधील करारपत्र आणि संगणकाच्या खरेदीनंतर तात्काळ नमुना क्रमांक -२१ (क्रन्दडुदडुदुथ डदुथडुदुथ, कडुग ग २१) मधील नमुन्यात गहाणखत द्यावे लागेल. तसेच अस्थायी अधिकारी / कर्मचारी यांना स्थायी अधिकारी / कर्मचारी यांच्याकडून प्रतिभूती बंधपत्र (Surety Bond) सादर करणे आवश्यक राहिल.

०६ अग्रिम अदा केल्यानंतर एक महिन्याच्या आत संबंधित अधिका-याने/ कर्मचा-याने संगणक खरेदी केला नाही तर किंवा अग्रिमाचा गैरवापर केल्यास त्यांच्याकडून संपूर्ण अग्रिम १७.७५ टक्के व्याजदराने एक रकमी वसूल करण्यात यावे.

०७ वैयक्तिक संगणक अग्रिम हा सेवेतील कालावधीत एकदाच अनुज्ञेय राहिल. दुस-यांदा वैयक्तिक संगणक अग्रिम अनुज्ञेय करता येणार नाही.

०८ अग्रिमाची परतफेड होईपर्यंत वैयक्तिक संगणक यशदाकडे गहाण राहिल. तसेच वैयक्तिक संगणकाचा विहित पध्दतीने व नमुन्यात शासकीय विमा निधीकडे विमा उतरावा. किंवा नाही याबाबत अग्रिम धारकाने निर्णय घ्यावा. तथापि अग्रिम धारकाने संगणक खरेदी केल्यानंतर विमा निधीकडे विमा उतरविणार किंवा नाही याबाबत मंजूरी अधिका-यांना लेखी कळवावे.

०९ भविष्य निर्वाह निधीमधून वैयक्तिक संगणकासाठी ना-परतावा रक्कम (रु.५०,०००/-) काढली असल्यास वैयक्तिक संगणकासाठी अग्रिम मंजूर करता येणार नाही व तसे निबंधक, यशदा यांनी प्रमाणित करणे आवश्यक राहिल

(क)याव्यतिरिक्त संगणक अग्रिम मंजूर करण्याबाबतच्या इतर अटी व शर्ती संदर्भ क्रमांक ०१ येथील वित्त विभाग शासन निर्णय क्रमांक अग्रिम-१०००/प्रक्र ४२/२०००/विनियम दिनांक ०१ जुलै २००६ प्रमाणे असतील.

(ड) यासंदर्भात निर्गमित करण्यात आलेले आंग्ल भाषेतील धोरण परिपत्रक क्रमांक छड-छ/२००७-११ क्रम:- ०५ गडु २००७ रद्द करण्यात येत आहे.

(इ) सदरचे धोरण परिपत्रक दिनांक १८ जुलै २००७ पासून अंमलात येईल.

सही/-

(वी. रमणि)

महासंचालक

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2007-18
Dated	August 24, 2007
Empowered Authority	Director General, YASHADA
Subject	Establishment of YASHADA Academic Council
Reference	1. Minutes of 36 Meeting of BoG held on 11 November 2006 2. Minutes of Management Review (Faculty) Meeting -YASHADA Academic Council Meeting No. 2007/01- held on 18 August 2007.
Circulated for information to	All Faculty and staff of YASHADA
Effective Date	August 24, 2007

01. The 36th meeting of the Board of Governors of YASHADA held on 11 November 2006 recognised the need for the Academy to begin to plan towards acquiring the status of Deemed University. The appropriate minutes of the meeting are included in this Policy Circular. It has therefore been recognized within the Academy during various discussions of the Faculty and during discussion in the 55th Meeting of Executive Committee, YASHADA held on 20 July 2007 that it would be essential to establish the YASHADA Academic Council to integrate all the training activities of the various Departments, Centres, Cells and Units.

The 36th meeting of the Board of Governors of YASHADA held on 11 November 2006 resolved the following recommendations:

Minute No. 36BoG: 2 - Abstract

Hon. CS emphasized that the Academy has “*grown beyond the profile of a typical ATI and there is now need to upgrade the Academy’s programs and profile*”.

Minute No. 36BoG: 3 – Abstract

Hon. CS, GoM, specifically recommended that the Academy should begin to plan towards acquiring the status of Deemed University subsequent to conducting 2-year Masters Level Degree and Post Graduate Diploma programs in Development Administration, Rural Development Administration, Public Administration and /or Public Policy among other subjects.

Minute No. 36BoG: 6

The growth of the Academy over the past two years was recognized by Hon. CS, GoM, as being more than the scope of an Administrative Training Institute and it was further affirmed that the Academy would need to initiate an appropriate plan of action for upgradation of the Institution.

The YASHADA Academic Council

02. The YASHADA Academic Council shall be responsible for bi-monthly review of the academic policies in regard to maintenance and improvement of standards of

teaching, research, distance education programmes, in-campus and extension or out-of-campus programmes, and collaboration programmes in academic matters and evaluation of work norms of Faculty.

03. The YASHADA Academic Council is hereby established with the following objectives:

- (a) To establish a plan of action and develop a comprehensive proposal to enable recognition of YASHADA as a Deemed University.
- (b) To provide common institutional standards for training processes, human resources and infrastructure requirements for each department, centre, cell and unit at the Academy.
- (c) To establish academic processes within each unit at YASHADA to develop diploma and distance education training programmes.

04. The YASHADA Academic Council will consist of the following members, namely –

- (1) Director General, YASHADA – Chairperson
- (2) Additional Director General (Administration) and Director, ATI & SIUD
- (3) Additional Director General and Director, SIRD
- (4) Resident Deputy Director General & OIC, CED
- (5) Deputy Director General (Research)
- (6) Deputy Director General and Additional Director, ATI
- (7) Financial Advisor
- (8) Registrar

05. Professors, Directors of Units and OICs, as and when specifically appointed, would be ex-officio invitees to the Academic Council, upon specific approval of Hon. DG, YASHADA.

06. Resident Deputy Director General will be the Convenor of the Academic Council.

07. Training Manager, YASHADA will function as the ex-officio Record Keeper of the meetings of the Academic Council and will be responsible for the following activities:

- (a) Conduct of the meetings of the Academic Council
- (b) Documentation of the discussion of the meetings of the Academic Council
- (c) Finalisation of the minutes of the meetings and circulation to all concerned
- (d) Distribution of the records of the meetings to the Intranet and Internet Coordinator for YASHADA and to the Information Officer, YASHADA *vide* the requirements of the RTI Act and proactive disclosure, therein, as appropriate.

08. The YASHADA Academic Council will meet on a bi-monthly basis on the first Saturday of every alternate month at 11.00 am commencing from November 2007

(V Ramani)
Director General,
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2007-18
Dated	August 24, 2007
Empowered Authority	Director General, YASHADA
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- (d) To establish a plan of action and develop a comprehensive proposal to enable recognition of YASHADA as a Deemed University.
- (e) To provide common institutional standards for training processes, human resources and infrastructure requirements for each department, centre, cell and unit at the Academy.
- (f) To establish academic processes within each unit at YASHADA to develop diploma and distance education training programmes.

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- (9) Director General, YASHADA – Chairperson
- (10) Additional Director General (Administration) and Director, ATI & SIUD
- (11) Additional Director General and Director, SIRD
- (12) Resident Deputy Director General & OIC, CED
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- (14) Deputy Director General and Additional Director, ATI
- (15) Financial Advisor
- (16) Registrar

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08. The YASHADA Academic Council will meet on a bi-monthly basis on the first Saturday of every alternate month at 11.00 am commencing from November 2007

(V Ramani)
Director General,
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2007-20
Dated	September 14, 2007
Empowered Authority	Director General, YASHADA
Subject	Rate chart for Classroom/Conference Hall at Management Development Centre, YASHADA
Reference	MDC Policy Guidelines PPI-PC/2005-16 dtd.08 th August, 2005
Circulated for information to	All ADGs, DDGs and OICs of YASHADA
Effective Date	September 14, 2007

Amendment to Policy Circular No.PPI-PC/2006-10 issued on 10th August, 2006.

The following schedule and rates are applicable from 14 September 2007 to 31 March 2008.

RESIDENTIAL FACILITIES:

- a) For programs where MDC, YASHADA only hosts the participants and academic inputs are provided by the client organization:

Room charges per participant per day (twin sharing)	Rs.1,500/-
Room charges per participant per day (single occupancy)	Rs.2,500/-
Executive rooms	Rs.3,000/-

- b) For programs where all academic inputs and training materials are provided by YASHADA:

Consolidated charges per participant per day (twin sharing)	Rs.2,000/-
Consolidated charges per participant per day (single occupancy)	Rs.3,000/-
Executive rooms	Rs.3,500/-

- c) Executive Suite Rs.4,000/-

NON-RESIDENTIAL FACILITIES:

The Conference Hall facilities inclusive of LCD projector, OHP, computer facilities, screen, white board and library facilities.

Sr.No.	Details	Full Day	Half Day Or Sunday	Evening (Rs.) 6.30 p.m. to 9.30 p.m.
1.	Conference Hall No. 1 or	Rs.8,000/-	Rs.5,000/-	Rs. 3,000/-

	Computer board classroom MDC- 2			
2.	Conference Hall No. 3	Rs.10,000/-	Rs.7,000/-	Rs. 4,000/-
3.	Conference Hall 4,5,6,7	Rs.8,000/-	Rs.5,000/-	Rs.3,000/-
4.	Syndicate Hall	Rs.3,000/-	Rs.2,000/-	Rs.1,000/-
5.	Food charges such as breakfast, morning tea/coffee, biscuits, lunch in dinning hall and evening tea, snacks per person per day.	Rs.350/-	Rs.300/- Without breakfast	Rs. 250/- Only 1 Tea/Coffee + Dinner (9.00 p.m. to 10.00p.m.)
6.	MDC Auditorium	Rs.25,000/-	Rs.15,000/-	Rs.7,000/-

- Special package deals to be decided on case to case basis with the approval of ADG (Administration) & DG, YASHADA

P.T.O.

An advance amount of 50% to 100% of estimated expenses, depending on client's capability should be received, as deemed fit by Director MDC. In the event of cancellation or postponement of any program advance amount would not be returned.

The following schedule and rates are applicable from 1 April 2008 onwards.

RESIDENTIAL FACILITIES:

- a) For programs where MDC, YASHADA only hosts the participants and academic inputs are provided by the client organization:

Room charges per participant per day (twin sharing)	Rs.2,000/-
Room charges per participant per day (single occupancy)	Rs.3,000/-
Executive rooms	Rs.3,500/-

- b) For programs where all academic inputs and training materials are provided by YASHADA:

Consolidated charges per participant per day (twin sharing)	Rs.2,500/-
Consolidated charges per participant per day (single occupancy)	Rs.3,500/-
Executive rooms	Rs.4,000/-

- c) Executive Suite Rs.5,000/-

NON-RESIDENTIAL FACILITIES:

The Conference Hall facilities inclusive of LCD projector, OHP, computer facilities, screen, white board and library facilities.

Sr.No.	Details	Full Day	Half Day Or Sunday	Evening (Rs.) 6.30 p.m. to 9.30 p.m.
1.	Conference Hall No. 1 or Computer board classroom MDC- 2	Rs.8,000/-	Rs.5,000/-	Rs. 3,000/-
2.	Conference Hall No. 3	Rs.10,000/-	Rs.7,000/-	Rs. 4,000/-
3.	Conference Hall 4,5,6,7	Rs.8,000/-	Rs.5,000/-	Rs.3,000/-
4.	Syndicate Hall	Rs.3,000/-	Rs.2,000/-	Rs.1,000/-

5.	Food charges such as breakfast, morning tea/coffee, biscuits, lunch in dinning hall and evening tea, snacks per person per day.	Rs.350/-	Rs.300/- Without breakfast	Rs. 250/- Only 1 Tea/Coffee + Dinner (9.00 p.m. to 10.00p.m.)
6.	MDC Auditorium	Rs.25,000/-	Rs.15,000/-	Rs.7,000/-

- Special package deals to be decided on case to case basis with the approval of ADG (Admin) & DG, YASHADA

An advance amount of 50% to 100% of estimated expenses, depending on client's capability should be received, as deemed fit by Director MDC. In the event of cancellation or postponement of any program advance amount would not be returned.

Sd/-
(V Ramani)
Director General
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2007-21
Dated	September 18, 2007
Empowered Authority	Director General, YASHADA
Subject	Strengthening the Centre for Equity and Social Justice (CESJ) with convergence of additional thematic sectors
Reference	1. Minutes of 55th Meeting of Executive Committee held on 20 July 2007 2. Minutes of Management Review (Faculty) Meeting -YASHADA Academic Council Meeting No. 2007/01- held on 18 August 2007.
Circulated for information to	All Faculty and staff of YASHADA
Effective Date	September 18, 2007

01. It has been recognized within the Academy during various discussions of the Faculty and during discussion in the 55th Meeting of Executive Committee, YASHADA held on 20 July 2007 that it would be essential to strengthen the Centre for Equity and Social Justice (CESJ) at YASHADA through convergence of additional thematic sectors and thereby integrate all similar subject-area training activities within a common Centre.
02. The Centre for Equity and Social Justice (CESJ) was established *vide* approved minutes of the 32nd Meeting of the Board of Governors of YASHADA held on 22 January 2004. Policy Circular No. 32nd BoG /2004 /P&P /Action /PC /02 dated February 12, 2004 was issued accordingly.
03. The CESJ was later restructured to ensure convergence of various thematic sectors *vide* Policy Circular No. PPI-PC /2007-7 dated March 30, 2007. The 54th meeting of the Executive Committee held on April 5, 2007 approved the Policy Circular.
04. The Policy Circular mentioned the following significant aspects –

- Two major Work Areas were identified – 1. Social Justice, and 2. Social Development.
 - Among the various objectives identified, the key ones include –
 - (a) To develop Resource Centres for Social Justice, Human Rights, Social Development, Women Empowerment and Social Harmony
 - (b) To prepare Human Development Reports and Social Justice Reports
 - (c) Coordinate working with institutes and organizations working in the areas of Equity and Social Justice
 - CESJ would focus its activities in work areas, such as – 1. Social Justice, 2. Social Development, 3. Human Rights, 4. Women’s Empowerment and 5. Social Harmony.
 - Work Output of Faculty at CESJ has been specified in detail and quantified.
05. Since 2003, it is noticed that several subject specific thematic areas have been identified as focus areas, and policy circulars issued for establishment of Centres /Cells /Units. Some such academic units have similar thematic areas, while some have also been separately established. It is therefore essential that certain key sectors, such as Equity and Social Justice, are able to enable convergence of all such thematic sectors.
06. Various other Centres /Cells /Units have also been established from time to time. Some are operational, while some are non-starters, and others are yet to be fully functional.
- (a) **Institute for Productive and Empowered Old Age (IPEOA)** *vide* approved Minutes of the 32nd Board of Governors held on 22 January 2004 and Policy Circular No. 32nd BoG /2004 /P&P /Action /PC /03. Policy Circular No. PC /2003-04 /IOA /004 dated June 10, 2004 was issued later to include amendments.
 - (b) **Centre for Tribal Development, Training and Research** *vide* approved Minutes of the 33rd Board of Governors held on August 27, 2004 and Policy Circular No. PC /2004-05 /CTDTR /004 dated August 18, 2004.
 - (c) **Centre for Women and Child Development, Training and Research** *vide* approved Minutes of the 33rd Board of Governors held on August 27, 2004 and Policy Circular No. PC /2004-05 /CWCWTR /004 dated August 18, 2004.
 - (d) **Resource Center for Disability Rehabilitation** *vide* Policy Circular No. PPI-PC /2007-10 dated 12 April 2007.
 - (e) **Centre for Women’s Empowerment** *vide* Policy Circular No. PPI-PC /2007-12 dated 23 May 2007.
07. During discussion in the 55th meeting of the Executive Committee held on 20 July 2007, it was proposed to integrate all institutional initiatives regarding equity, such as caste, community, age, gender and ability within a holistic center for equity and social empowerment. The holistic center is now renamed as **Center for Equity, Justice and Empowerment (CEJE)**.
08. It was therefore decided during discussion in the 55th meeting of the Executive Committee to withdraw certain policy circulars to enable the convergence of related thematic sectors to

strengthen the Centre for Equity and Social Justice. The following policy circulars stand withdrawn:

- (a) **Resource Center for Disability Rehabilitation** – Policy Circular stands withdrawn. The Center is now merged with the Center for Equity, Justice and Empowerment.
 - (b) **Centre for Women’s Empowerment** – Policy Circular stands withdrawn. The Center is now merged with the Center for Equity, Justice and Empowerment.
09. The following Centres /Cells /Units are also now merged with the Center for Equity, Justice and Empowerment (CEJE):
- (a) **Institute for Productive and Empowered Old Age (IPEOA) / Institute for Productive and Empowered Ageing (IPEA)** – The Institute is now merged with CEJE. The Policy Circulars as at 06 (a) stand withdrawn.
 - (b) **Child Rights Cell (CRC)** at the Research and Documentation Centre (RDC) – The Child Rights Cell is now merged with the CEJE.
10. It was also recognized during the meeting of the Academic Council held on 18 August 2007 that the scope of the Child Rights Cell should be expanded by inclusion of various subject areas of Child Development.
11. This Policy Circular now strengthens the Centre for Equity and Social Justice by renaming it as the holistic **Centre for Equity, Justice and Empowerment (CEJE)** with the convergence of the following existing Centres –
- Resource Centre for Disability Rehabilitation
 - Child Rights Cell (at Research and Documentation Centre)
 - Centre for Women’s Empowerment
 - Institute for Productive and Empowered Ageing
12. The Centre for Equity, Justice and Empowerment (CEJE) will function within the aegis of the Research and Documentation Centre (RDC) and will report to Additional Director General (SIRD) through the Deputy Director General (Research).
13. All members of Faculty, Staff and other Employees, Office locations at existing centres /cells /units of the units named below, equipment, proposed and completed lists of activities including training programmes and workshops, and other related activities would henceforth be conducted under the title of CEJE –
- Resource Centre for Disability Rehabilitation
 - Centre for Equity and Social Justice
 - Child Rights Cell
 - Centre for Women’s Empowerment
 - Centre for Productive and Empowered Ageing

Further operational details will be specified later.

(V Ramani)
Director General,
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2007-22
Dated	September 24, 2007
Empowered Authority	Director General, YASHADA
Subject	Regarding provision of MDC and DAC (Non-MDC) facilities to IAS officers
Reference	1. Circular No. Administrative Decision-2 dated 27/10/2003 2. Circular No. DGO dated 2 April 2004 3. Circular No. PPI-PC/200716 dated July 11, 2007
Circulated for information to	All ADG, DDGs and OICs, YASHADA
Effective Date	September 24, 2007

In continuation of earlier circular referred to above, it is decided that the Lodging and Boarding facilities at MDC and DAC (Non-MDC) premises will be made available to IAS Officers as per following rates.

Category	Charges		Responsibility
	MDC	DAC (Non-MDC)	
IAS Officers of Collaborating Institutions / Ministries of GoI / Departments of GoM as well as those having specific MoU with Yashada or on Collaborative Projects, arriving at Yashada in connection with official work.	As per project collaboration guidelines`	As per project collaboration guidelines`	DG/ADG
IAS Officers from Maharashtra cadre	Rs. 250/- per day for a room (including Morning tea and breakfast)	Rs. 150/- per day for a room (including Morning tea and breakfast)	ADG
IAS Officers from other than Maharashtra cadre	Rs. 400/- per day for a room (including Morning tea and breakfast)	Rs. 300/- per day for a room (including Morning tea and breakfast)	ADG

- Note:- 1. The above facilities will be provided subject to availability only.
2. The food and other facilities, in addition to above, will be payable at actuals.

Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number	PPI-PC/2007-23
Dated	6 October 2007
Empowered Authority	Director General, YASHADA
Subject	Rate Chart for Classrooms at DAC-YASHADA
Reference	Minute of the BoG :XXI:12 & BoG :XXXIV:74
Circulated for Information to :	All ADGs, DDGs and OICs, YASHADA
Effective from	6 October 2007

Amendment to Policy Circular No. PPI-PC / 2006 -09

The following rates will now be applicable for DAC (Development Administration Complex – YASHADA) facilities:

A. Training Facilities:

Sr. No.	Class Room	Capacity	Facility	Full Day Charges Per Day (Rs.)	Half Day Charges Or Sunday (Rs.)
1.	Lezim	150 - 200	Computer, LCD, OHP, 3 Mike, 2 Speakers, Conference System	15,000/-	7,500/-
2.	Auditorium	80	Computer, LCD, OHP, 3 Mike, 2 Speakers, Conference System	8,000/-	4,000/-
3.	C-1 C-5 C-6	45	Computer, LCD, OHP, 2 Mike, 2 Speakers	4,000/-	2,000/-
4.	C-2 C-3 C-4	25	Computer, LCD, OHP	3,000/-	1,500/-
5.	Syndicate Rooms	20 to 25	Computer, LCD, OHP	1,500/-	800/-
6.	Board Room	50	Computer, LCD, OHP, Conference System	7,000/-	4,000/-

Sr. No.	Details	Full Day	Half Day Or Sunday	Evening (Rs.) 6.30 p.m. to 9.30 p.m.
7.	Food charges such as breakfast, morning tea/coffee, lunch in dining hall and evening tea, per person per day (For Non-residential Participants) in conjunction with facilities at A above.	Rs.200/-	Rs.175/- Without breakfast	Rs. 125/- Only 1 Tea/Coffee + Dinner (9.00 p.m. to 10.00p.m.)

B. Residential Facilities at Shamee, Durva and Jubilee Hostels (including boarding charges):

Sr. No.	Details	Single Occupancy Per Day (Rs.)	Double Occupancy Per Day (Rs.)
1.	Suite	1,200/-	1,600/-
2.	AC Room	1,000/-	1,200/-
3.	Non-AC Room	750/-	1,000/-

Sr. No.	Details	Private Per Day (Rs.)	Govt. Per Day (Rs.)
4.	Dormitory (per bed)	50/-	20/-

C. Mess Charges for individual visitors at Kojagiri Mess for Shamee, Durva and Jubilee Hostels:

Sr. No.	Details	Charges (Rs.)
1.	Breakfast	25/-
2.	Tea/ Coffee	10/-
3.	Lunch	50/-
4.	Dinner	50/-

- Special package deals to be decided on case to case basis with the approval of ADG (Administration) & DG, YASHADA

Director General, YASHADA

Sr. No.	Designation	PC	Laser Printer	Inkjet Printer	Network Printer	Dot Matrix	Thin Client	UPS	Scanner	I
		A	B	C	D	E	F	G	H	
01.	Hon. Director General	√	√					√	√	
02.	Add/Dy. Director General	√	√					√	√	
03.	Director/ Addl. Director	√	√					√	√	
04.	P.A.	√	√					√		
05.	Officers In Charge	√	√					√	√	
06.	Accounts Officer	√	√		√			√		
07.	Registrar	√	√		√			√		
08.	Assistant Registrar	√	√		√			√		
09.	Accountant	√				√		√		
10.	PRO	√			√			√		
11.	Librarian	√			√			√		
12.	Manager	√			√			√		
13.	Professor	√	√		√			√	√	
14.	Associate Professor	√	√		√			√	√	
15.	Assistant Professor	√			√			√		
16.	Research Officer	√			√			√		
17.	Research Assistant				√		√			
18.	Course Associate				√		√			
19.	Course Assistant				√		√			
20.	Clerk				√		√			

Sr. No.	Department	NW Printer	UPS	Scanner	Laptop	Fax	CD Writer	Fax Mod Card
		D	G	H	I	J	L	M
21.	ATI	√	√	√	√	√	√	√
22.	SIRD	√	√	√	√	√	√	√
23.	SIUD	√	√	√	√	√	√	√
24.	MDC	√	√	√	√	√	√	√
25.	CDM	√	√	√	√	√	√	√
26.	CIT	√	√	√	√	√	√	√
27.	RDC	√	√	√	√	√	√	√
28.	CED	√	√	√	√	√	√	√
29.	CESJ	√	√	√	√		√	√
30.	ACCTS.	√	√				√	√
31.	ADMIN.	√	√			√	√	√
32.	COOP	√	√				√	√
33.	ESTATE	√	√				√	√
34.	HOSTEL	√	√			√	√	√
35.	LIBRARY	√	√	√		√	√	√
36.	CLASSROOMS		√					
37.	PUBLICATION		√	√			√	√
38.	YMRC		√					
39.	PLANNING	√	√	√	√	√	√	√

Form No. 10

CIT facilities requisition form

1. Name of Indenting Officer –

2. Designation –

3. Department –

REQUIREMENT

Sr. No .	Person for whom required or Name of Custodian	Designation	Work Seat No.	Hardware / Software requirement	Whether similar equipment issued earlier to that person. If yes necessity of new equipment	expenditure to be debited to which Project or to YASHADA A/c

Signature DDG / ADG

Signature of OIC