



## **HCM RAJASTHAN STATE INSTITUTE OF PUBLIC ADMINISTRATION, JAIPUR**

### **ABOUT THE INSTITUTE**

Harish Chandra Mathur Rajasthan State Institute of Public Administration (HCM RIPA) is the premier training institute of Government of Rajasthan for training of officers of All India and State Civil Services. It is the apex level training establishment in the State which is responsible for conducting Foundation, Institutional-Professional and short term in-service training courses for State Service Officers. Persons appointed through Rajasthan State and Subordinate Services (Direct Recruitment by Combined Competitive Examinations Rules, 1999) are trained for their Foundational training at the HCM RIPA. The Institute also conducts in-service thematic courses and mid-career training throughout the year. It strives to function as a capable capacity building institution to fulfil demand driven training needs of executive departments in the State.

The Institute is spread over nearly 50 acres of land with lush green campus. It is located in the heart of the Jaipur City on the Jawahar Lal Nehru Marg that links the Jaipur Airport with the City Centre, with a perfect picture of serenity of the Jhalana forest, the Leopard sanctuary, surrounding the east side and on the north the Smriti Van (forest). In the backdrop of the Institute looms the Aravalli Hills. These make the Institute an ideal place for pursuit of excellence. We enjoy clear blue sky with the cooling hills surrounding the Institute.

## BRIEF HISTORY

The Harish Chandra Mathur Rajasthan State Institute of Public Administration (HCM RIPA) was established as the Rajasthan Administrative Service Officers' Training School on 14<sup>th</sup> November, 1957 at Jodhpur. It was then known as “The Rajasthan Administrative Service Officers' Training School”, since the trainings were imparted only to the probationers of the Rajasthan Administrative Service.

The Institute which was also known as Officers Training School (OTS) was shifted from Jodhpur to Jaipur in January, 1963 and functioned in the Piramal Hotel till 1966. It was later shifted in newly constructed Patel Bhawan Building.

The Officers' Training School (OTS) was rechristened as “Harish Chandra Mathur State Institute of Public Administration” (HCM SIPA), after the name of Shri Harish Chandra Mathur (22nd June, 1904 – 12th June, 1968) who was a distinguished Administrator and a Parliamentarian from the Rajasthan State.

In the year 1981, most part of the Institute got washed away in the massive floods. The destructions of the floods swallowed almost half of the Patel Bhawan building. With the financial aid of the Government of Rajasthan, the Patel Bhawan building was again re-built, along with the new block, “Nehru Bhawan”. It is the Administrative Block of the Institute where the Director General and other officers sit.

The Government of Rajasthan later prefixed "Rajasthan" before the word "State" in the name of the Institute in April 1983. Thus, HCM SIPA started being recognised as HCM RIPA (Harish Chandra Mathur Rajasthan State Institute of Public Administration). Today, the Institute is emerged as a centre of excellent where expertise and talent come together.

In the pursuit of saving energy and to keep the campus green, the Institute has installed solar panels and mirrors to harness the solar energy.



## GOVERNANCE

HCM RIPA is under the direct administrative control of the Government of Rajasthan. It is headed by a Director General/Director who is drawn from the Indian Administrative Service. He is also *ex-officio* Additional Chief Secretary/ Principal Secretary to Government (Training), Government of Rajasthan.

### Vision

We seek to empower public servants to act as catalyst for holistic and equity-based transformation of the state and enhance their core competencies in good governance for public service by providing quality training and learning.

### Mission

We seek to create an institutional framework for optimum productivity of public servants in organizations in teams and as individuals in their current and future roles.

### Objectives

The basic objective of the HCM RIPA is to contribute to a continuous improvement in the administration of the state so that it is able to fulfil the aspirations of the people for development, at an accelerated pace. Towards this end, the Institute-



- endeavours to bring about an attitudinal change in officials to make them more responsive and responsible to meet the requirements of public service;
- enhances the skills of government and semi-government officials through the process of training;
- provides support to the Government regarding various policies and programmes through action research and practical suggestions; and
- provides leadership and guidance to other training establishments in the state in respect of training techniques and other related subjects.

## Regional Training Centres



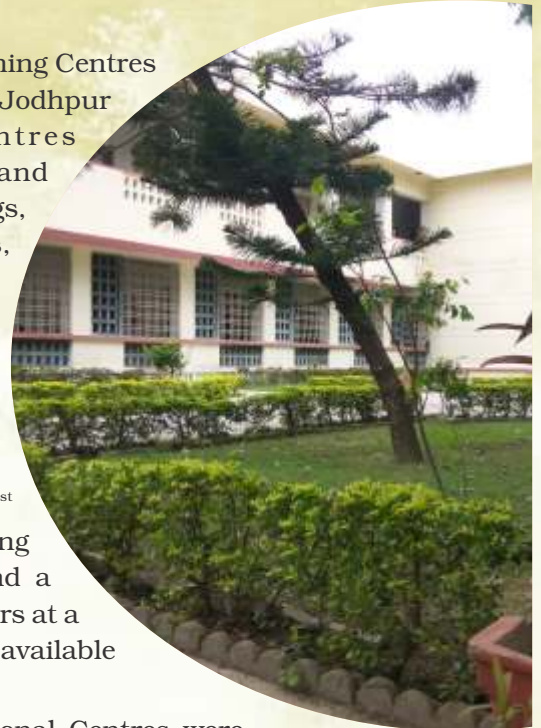
Jodhpur

HCM RIPa has 4 Regional Training Centres located at Udaipur, Bikaner, Jodhpur and Kota. These centres conduct foundation and institutional trainings, refresher courses, workshops and seminars for the officers of the state, subordinate services.

The Udaipur centre was the first regional centre which was established on 1<sup>st</sup>

December 1982. It is a well maintained training centre with a Computer Lab Bikaner and a Hostel to accommodate 90 trainee officers at a time. Recreational facilities are also available in the campus.

In August 1983 three other regional Centres were established at Bikaner, Jodhpur and Kota. These centres mainly cater to the training needs of the subordinate services in addition to state services. All these centres have good Library and facilities for providing Computer Training. All these also have hostel facilities for the participants.



Udaipur



Bikaner



Kota

## Thrust Areas

The following are the major thrust areas for trainings in addition to the operational research studies and consultancies available at the Jaipur Campus and the Regional training Centres:

- Good Governance
- Development Administration
- Public Administration and Laws
- Financial Administration in Government
- e-Governance and Information Technology
- Management and Soft Skills (Leadership, Communication, Motivation, Stress Management, Negotiation, Personality Development etc.)
- Right to Information
- Gender Issues and Gender Budgeting
- Urban Development and Urban Services Management
- Public Ethics
- Public Policy and Managerial Accounting Programmes
- Public Systems Management/ Delivery of Public Services
- Disaster Management
- Training of Trainers (Delivery and Design of Training)
- Sensitization on Issues of Minorities and Marginalized Groups
- Child Rights



## Faculty

HCM RIPA has a team of professional trainers comprising of both practitioners in the Government and academics in relevant disciplines. The disciplines like public administration, management, information-technology, urban development, behavioural sciences, economics, financial management, Government accounts and sociology are represented by the eminent and experienced faculty members. Most of the faculty members have also undergone various trainings organised by the Government of India. To name a few are Direct Trainer's Skills, Design of Training and Management of Training courses. Amongst the faculty one is a Master Trainer (MT) and two are the Recognised Trainers (RTs) in delivery of training. One of faculty has also been recognized as a Trainer in e-Governance. Few of the faculty members are trained abroad.

## Our Partners

In our pursuit of excellence many National and International Organisations have sponsored training courses and collaborated with us. Some of them are UNICEF, various ministries/departments of Government of India including Department of Personnel and Training, Urban Development and Housing, Ministry of Information Technology and Communication, Women and Child Development, Administrative Reforms and Public Grievances, Minority Affairs, Statistics and Programme Implementation, External Affairs, Disaster Management & Relief and other States. Besides HCM RIPA has also established its professional relations with Transport & Road Safety Department, Government of Rajasthan; Regional Accounts & Audit Training Institute, Jaipur; National Institute of SMART Government, New



Delhi; Dr. R S Tolia Uttarakhand Administrative Academy, Nainital; Jammu & Kashmir Management, Public Administration and Rural Development Institute, Jammu; Centre for Public Innovations (CIPS), Hyderabad; Election Commission of India and Haryana Institute of Public Administration.

### Training Methodology

Training Programmes and courses developed at the Institute are highly participative and knowledge-enhancing. The traditional lecture method continues to be important in training programmes and courses, particularly for probationers. In addition, a variety of audio-visual aids as well as computers, psychological, business and management games are also made part of the training courses.

### IMPORTANT COURSES CONDUCTED BY THE INSTITUTE

- District Trainings of Indian Administrative Service, Indian Economic Service, Indian Foreign Service, Indian Police Service and Indian Forest Service
- Foundation and Institutional- Professional Courses for the State Service Officers
- Capacity Building for Civil Servants of North-Eastern Region
- Capacity Building of DANICS Probationers
- Centrally Sponsored Scheme on Improving Transparency and Accountability in Government through Effective Implementation of Right to Information Act, 2005 and Induction Training Programme for cutting edge and front-line functionaries
- DoPT Sponsored Trainers Development Courses and Thematic Courses under SCTP Category

### InfraStructure Facilities



The institute has a 50 acres spread-out campus at Jaipur, located in idyllic surroundings. The infrastructural facilities comprise of classrooms, conference rooms, committee rooms, faculty rooms, library, canteen, computer training centre, an auditorium and a film studio. The Institute's hostel (Vishranti) has a capacity to accommodate more than 250 trainee officers at a time. There are furnished Cottages and a Guest House for the visiting faculty.

Facilities for various indoor and outdoor games like tennis, badminton, volleyball, cricket, swimming and gym including two open gym are also available here.

Krishnpuri Bhawan (New Executive Hostel) comprising of 60 rooms and 6 suites with latest infrastructure facilities such as fully equipped conference room, class rooms, gymnasium, yoga centre and a dining hall has been built upon the campus with Smriti Van on the backdrop.

The Institute also has a Music Room which has been named "Manjira". It's a recreational facility for the Officer Trainees to enhance and develop their music skills. There



are number of music instruments like Harmonium, Drum, Guitar, Manjira, Karaoke, etc. All the classrooms have integrated digital podium which includes LCD projector, computer and an audio system.

## AUDITORIUM

The Institute has an Auditorium known as Bhagwat Singh Mehta Auditorium with a seating capacity of 270 persons. The Auditorium provides support for meetings, conferences, seminars and presentations. It has an excellent stage for the use of all common functions such as academic as well as cultural events.

## NEW AUDITORIUM

As per the budget announcement year 2021-22, an auditorium of Rs. 25 crores is being built. The auditorium will have seating capacity of 700 persons, with 4 back stage green rooms, an entrance lobby, VIP room, office and other general facilities. The new auditorium will also have one badminton court and two galleries with seating capacity of 100 persons. There will be 8 new hi-tech classrooms as a part of the construction plan.

## Information Technology Infrastructure

The Institute has state-of-the-art IT infrastructure with a fully integrated campus-wide networking of more than 150 computers having Internet access. There are two computer labs with a capacity to train nearly 55 participants at a time. The Computer Training Centre has a facility of video conferencing which can be used for broadcasting sessions at Udaipur and Bikaner training centres. Most part of the campus is Wi-Fi enabled.

## Library

HCM RIPA has an excellent library having a collection of about 45,000 books in the areas of social sciences, public administration, management, computer sciences, disaster management, rural development, economics, urban development, women, Information Technology and child studies etc. Besides subscribing to about 50 journals and periodicals, it also receives on a regular basis Annual reports from national and other state organisations. The library runs on indexing software - ALICE.



## OUR PUBLICATION

The Institute has an independent Publication Section. All publications of the Institute including Training Calendar, Annual Report, Training Monographs, Information Brochures, Course Handbooks, Schedule of Faculty Events, Newsletters, Occasional Papers, Case Studies and Memorial lectures etc. are published by the Publication Section. The Institute also publishes a bi-annual journal **Prashasnika**. It contains academic and scholarly research papers devoted to the study of administrative process.



## MEDICAL CENTRE (DISPENSARY)

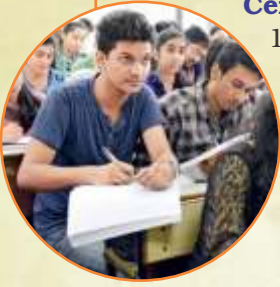


The Medical Centre in the Institute provides medical services manned by a Senior Medical Practitioner, Nursing and Para-Medical Staff. The general medicine and minimal pathological tests are done free of charge. The doctor is also available on call in case of any emergency.



## Our Centres

**HCM RIPA is supported by following in-campus associate bodies: -**



**Centre for Management Studies (CMS):** The Centre for Management Studies (CMS), founded in 1982, is an autonomous body, registered under the Rajasthan Societies Registration Act, 1958. It is instituted by various public sector undertakings, with the objective to promote the study of public management systems through education, training, research and consultancy.

The CMS and HCM RIPA jointly undertake training courses for functionaries of Government/Public sector undertakings' employees, prepare training modules/material for courses, organize 'Training of Trainers' courses and undertake research projects.



**Centre for Disaster Management (CDM):** It is funded by Department of Disaster Management and Relief, Government of Rajasthan for organizing capacity building training programmes on Disaster Management. The Centre is working on mission mode basis in collaboration with the State Government.



**Child Resource Centre (CRC):** The Centre was established in 2016. It is supported by UNICEF and Department for Child Rights, Government of Rajasthan. The Centre's mandate is to raise public awareness, educate public on child rights and protection, on situation and vulnerabilities of children and families, on available child protection services and their structures at all levels. In order to ensure professional services at all levels, the Centre undertakes regular training and capacity building programmes of all service providers and functionaries to equip and enhance their skills, sensitivities and knowledge on child rights and standards of care and protection of children deserve.



**Rajasthan Shahari Vikas Kendra (RSVK):** RSVK is a state level training centre under the Rajasthan Urban Sector Development Programme. The centre is dedicated to carry out urban sector reforms and need based training for the elected representatives of urban local bodies, urban sector professional and support staff. At present the centre is funded by RUIDP (Rajasthan Urban Infrastructure Development Project) under loan from the Asian Development Bank.



**Centre for Public Ethics (CPE):** The focus on public ethics, transparency, public accountability, responsive and citizen-centric governance necessitated the need for a dedicated centre. The Centre for Public ethics is committed to promote ethics in Civil Servant and organise sensitisation programmes for Government functionaries.



**Centre for Gender Studies (CGS):** The Centre for Gender Studies (CGS) was established in the CMS in 2012, taking off from the erstwhile Women and Child Resource Centre. The centre ensures mainstreaming gender concern in all RIPA activities including research, trainings, projects and publications.



**Indira Research Institute – Women & Child Development (IRI-WCD):** In compliance of budget announcement 2020-21, IRI-WCD was established in the year 2021. The Centre is responsible to carry out training and research in the area of Gender Studies, Gender Budget and Gender Sensitization training.



**Centre for Good Governance (CGG):** The Centre for Good Governance (CGG) was established on 31 March, 2005. It was registered as a society with a view to coordinate and support the designing and implementation of the State Government's "Governance Reforms Programme". It undertakes action-research programmes, provides professional advice, and conducts change management programmes for the Government Departments and other concerned agencies. It also caters to the needs of policy makers, civil servants and representatives from industries, academics, research institutes and non-governmental organisations for implementing the reform initiatives in the state.

**HEMANT KUMAR GERA, IAS**

**DIRECTOR GENERAL, HCM, RIPA & ADDITIONAL CHIEF SECRETARY (TRAINING)**



**HCM RAJASTHAN STATE INSTITUTE OF PUBLIC ADMINISTRATION**

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