

3/9/08

GOVERNMENT OF NAGALAND
ADMINISTRATIVE TRAINING INSTITUTE
KOHIMA : NAGALAND.

NO.ATI-37/GEN-GI/08

Dated Kohima, the 29th August, 2008.

NOTIFICATION

Sub:- Job Charts for Course Directors, Course Co-ordinators, Research Officer, Course Assistants and Research Assistant.

There has been some confusion about the duties and responsibilities of Course Directors, Course Co-ordinators, Research Officer, Course Assistants and Research Assistant for conduct of various training programmes at ATI. In order to remove the confusion and doubts about the duties and responsibilities of training managers and assistants, job charts adopted from YASHADA are hereby issued for information, guidance and necessary action for all the faculty, officers and staff of ATI.

JOB CHART FOR COURSE DIRECTOR.

A. Training Management Related Functions:

1. To remain in close contact with heads of departments of the State Government, Semi-Government and Non-Government organizations and identify the training needs of various Govt. Departments & NGOs.
2. To draft Training Course Profiles (TCPs) of assigned courses.
3. To function as a Course Director for the training courses as assigned in the Institute's Annual Training Calendar (ATC) and the circulars issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management. These activities to be performed with the help of a Course Co-ordinator/ Course Assistant and or a Research Assistant are as briefly described below:-
 - i) To correspond with nominating authorities and obtaining nominations,
 - ii) To correspond with nominees and ensure attendance,
 - iii) To prepare course schedule and ensure resource persons' contribution;
 - iv) To prepare course materials;
 - v) To correspond with various service provider agencies of the Institute for ensuring the administrative arrangements;
 - vi) To conduct the training programme, this means performance of following tasks:
 - a) Organising classroom training sessions
 - b) Fulfilling participants legitimate learning and other needs
 - c) Facilitating resource persons for conduct of their sessions
 - d) Organising co-curricular and extra-curricular activities
 - e) Ensuring the delivery of administrative services in coordinated manner
 - f) Recording course proceedings and feedback from participants and resource persons
 - g) Maintaining records required for administrative purpose

- vii) To settle administrative matters
- viii) To prepare and distribute course evaluation reports
- ix) To maintain analyse and classify the records related to training courses

B. Direct Training Related Functions:

1. To write research papers/ articles and case studies on topics related to the assigned training courses.
2. To engage in the various courses of the Institute, other institutions and the classroom sessions on topics related to own expertise.

C. Research Related Functions:

1. To prepare under the guidance of Director, ATI the project proposals and obtain financial assistance.
2. To plan and carry out research projects including Field Studies, Evaluation Studies and the studies related to Identification of Training Needs etc.

D. Administration Related Functions:

1. To act as Faculty Head for assigned Department/ Centre of the institute.
2. Exercise administrative control over faculty and staff members of the assigned department/ centre.
3. Organise meetings of the Department/ Centre
4. Prepare annual and long term budgets for the department/ centre and obtain financial assistance.
5. Work for overall growth and development of the department/ centre.

JOB CHART FOR COURSE CO-ORDINATOR.

A. Training Management Related Functions:

1. To remain in close contact with relevant executives (particularly Training Coordinators) of Government, Semi-Government and Non-Government organizations and identify the training needs of prospective trainees of the institute.
2. To draft Training Course Profiles (TCPs) of assigned courses.
3. To function as a Course Coordinator for the training courses as assigned in the Institute's Annual Training Calendar (ATC) and the circulars issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management. These activities to be performed with the help of a Course Assistant/ Course Associate and or a Research Assistant as briefly described below:-
 - i) To correspond with nominating authorities and obtaining nominations,
 - ii) To correspond with nominees and ensure attendance,
 - iii) To prepare course schedule and ensure resource persons' contribution;
 - iv) To prepare course materials;

- v) To correspond with various service provider agencies of the Institute for ensuring the administrative arrangements;
4. To conduct the training programme, this means performance of following tasks:
 - i) Organizing Classroom training sessions
 - ii) Fulfilling participants legitimate learning and other needs
 - iii) Facilitating resource persons for conduct of their sessions
 - iv) Organising co-curricular and extra-curricular activities
 - v) Ensuring the delivery of administrative services in a coordinated manner
 - vi) Recording course proceedings and feedback from participants and resource persons
 - vii) Maintaining records required for administrative purpose
 5. To settle administrative matters
 6. To prepare and distribute course evaluation reports
 7. To maintain analyse and classify the records related to training courses

B. Direct Training Related Functions:

To engage in the various course of the Institute, other institutions and the classroom sessions on topics related to own expertise

C. Research Related Functions:

To plan and carry out research projects including Field Studies, Evaluation Studies and the studies related to Identification of Training Needs etc.

D. Administration Related Functions:

- i) To exercise supervisory control over CA, and check the records maintained by him/her and provide him/her the guidance for official duties.
- ii) To perform all the other duties as assigned by Course Director & Director, ATI.

JOB CHART FOR RESEARCH OFFICER.

A. Training Management Related Functions:

1. To remain in close with relevant executives (particularly Training Coordinators) of Government, Semi-Government and Non-Government organizations and identify the training needs of prospective trainees of the Academy.
2. To draft Training Course Profiles (TCPs) of assigned courses.
3. To function as a Course co-ordinator for the training courses as assigned in the Institute's Annual Training Calendar (ATC) and the circulars issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management. These activities to be performed with the help of a Course Assistant/ Course Associate and or a Research Assistant are as briefly described below:-

- i) To correspond with nominating authorities and obtaining nominations,
 - ii) To correspond with nominees and ensure attendance,
 - iii) To prepare course schedule and ensure resource persons' contribution;
 - iv) To prepare course materials;
 - v) To correspond with various service provider agencies of the Institute for ensuring the administrative arrangements.
4. To conduct the training programme, this means performance of following tasks:
- i) Organising classroom training sessions
 - ii) Fulfilling participants legitimate learning and other needs
 - iii) Organising co-curricular and extra-curricular activities
 - iv) Ensuring the delivery of administrative services in a coordinated manner
 - v) Recording course proceedings and feedback from participants and resource persons
 - vi) Maintaining records required for administrative purpose
5. To settle administrative matters
6. To prepare and distribute course evaluation reports
7. To maintain analyse and classify the records related to training courses

B. Direct Training Related Functions:

- i) To write research papers/ articles and case studies on topics related to the assigned training courses.
- ii) To engage in the various courses of the Institute and other institutions the classroom sessions on topics related to own expertise

C. Research Related Functions:

- i) To prepare under the guidance of Course Director or Director (ATI) the project proposals/ report and obtain financial assistance
- ii) To plan and carry out research projects including Field Studies, Evaluation Studies and the studies related to Identification of Training Needs etc. (This includes functions like Collection, Analysis and Interpretation of Data and Drafting of Reports).

D. Administrative Related Functions:

- i) To exercise whenever required the supervisory control over the Course Assistants and Research Assistants under administrative jurisdiction
- ii) To check the records maintained by them and provide them the guidance for their official duties.
- iii) To perform all the other duties as assigned by Director, ATI.

JOB CHART FOR RESEARCH ASSISTANT

Training Management Related Functions:

assist Research officer & Course Coordinators for the under mentioned Training course related activities:

Preparation of Reading Material:

- i) To identify relevant articles and research papers;
- ii) To seek approval from Course Directors for the set of select articles;
- iii) To prepare master copies of the articles;
- iv) To put the articles in required sequence and number the pages;
- v) To make the required number of copies;
- vi) To send them for binding.

Preparation of Evaluation Report:

- i) To analyse the data contained in evaluation questionnaires;
- ii) To draft the Course Director's (Evaluation) Report (CDR);
- iii) To submit the CDR for approval;
- iv) To make and circulate the copies of CDR.

Preparation of Resource Persons' Directory (RDP):

- i) To draft and upgrade RDP related to assigned department/ centre of the Institute;
- ii) To circulate the RDP whenever needed.

Research Related Functions:

assist superiors for conduct of various types of research studies like Case Studies, Field Studies and Evaluation Studies etc. (This may involve Collection, Analysis and Interpretation of

Administration Related Functions:

- i) To maintain various records in connection to above functions;
- ii) To perform other duties whenever asked by Director, ATI.

JOB CHART FOR COURSE ASSISTANT.

A. Training Management Related Functions:

To assist assigned Course Coordinator & Course Director for organizing and conduct of assigned training courses. This involves performance of under mentioned activities:-


1. Obtaining nominations:-
 - i) To draft, type and make copies of the letters to be sent to nominating authorities; and
 - ii) To dispatch the letters
2. Corresponding with Nominees:
 - i) To draft, type and make copies of the letters to be sent to nominating authorities; and
 - ii) To dispatch the letters
3. Preparing Course Schedule:
 - i) To type the course schedule drafts;
 - ii) To make and distribute the copies
4. Corresponding with Resource Persons:
 - i) To draft, type and make copies of the letters to be sent to resource persons; and
 - ii) To dispatch the letters
5. Corresponding for Administrative Services;
 - i) To draft CD's Circular and notes and fill various formats to be sent to various service provider sections of the Institute
 - ii) To make arrangements for the dispatch of these to various sections
6. Conducting Course:
 - i) To register participants and distribute the stationery items and reading materials
 - ii) To receive and attend resource persons and provide them course related materials and information
 - iii) To facilitate resource persons for conduct of their sessions
 - iv) To make payments to resource persons
 - v) To attend participants legitimate needs
 - vi) To prepare course completion certificates and relieving reports for the participants
7. Settling Administrative Matters:
 - i) To dispatch participant's relieving reports
 - ii) To dispatch mess service utilization slips
 - iii) To return balance stock of stationery items
 - iv) To return books and video cassettes
 - v) To deposit with the library the reading material

- vi) To send information to course cell
- vii) To settle course advance account
- viii) To maintain course file

B. Administration Related Functions:

- i) To maintain course files, resource persons directory and various records related to training courses
- ii) To submit to the superiors the records and registers for scrutiny
- iii) To register and deposit the records with the record room.

All the Course Directors, Course Coordinators, Research Officer, Course Assistants and Research Assistant are requested to meticulously follow their job charts and properly perform their duties as mentioned therein. Any deviation or lapses on the part of any functionary will be viewed seriously.


(F.P. Solo)
Director.

Copy to:-

1. The Principal Secretary, P&AR for kind information.
2. The Addl. Director (A)/ Addl. Director (T).
3. The Faculty Head, DM Cell, ATI,
4. The Sr. Lecturer (M), (PA), (Computer).
5. The Associate Professors, DM Cell, ATI.
6. The Lecturer (Accts).
7. The Research Officer.
8. The Registrar.
9. The Superintendent (A), (T).
10. The Research Assistant.
11. The Course Assistants.
12. Guard file
13. Office copy.