
Instructions to Participants

— For Direct Recruit SOs and ASOs —

AIMs/ OBJECTIVEs/GOALs

- ☐ Probe deeper into the concepts, practical aspects, and mandatory rules/ guidelines etc. comprehensively
- ☐ Critically analyse and evaluate real-world issues/scenarios using the regulatory framework and logic.
- ☐ Demonstrate the learning of rules.
- ☐ Follow up on aspects or rules/concepts in which learner has a deeper interest.
- ☐ Develop the communication skills to argue logically and propose practically.
- ☐ Projects should yield useful output: Digest of rules, Ready reckoners, FAQs, Atypical Cases, Tables, Checklists, DO's and Don't's, Common Mistakes, Memory Maps etc.

INSTRUCTIONS

- **Before Training:**

- ☐ Detailed training module to be shared with the participants by HRDC in advance.
- ☐ Participants to do the self-reading of basic rule books such as GFR, DFPR, MPG 2019, MOF Manual and Model tender Documents etc. Before joining the Ph 2 training to take best advantage.
- ☐ Formulate and share doubts to HRDC in advance.
- ☐ Participants should bring personal copies of latest edition of Rule books (GFR, DFPR, MPG 2019 etc.), and should carry their Laptops/Tabs, if available.
- ☐ Each one will complete one Case Study on any S&P issue of their own choice highlighting all the relevant aspects (issues, critical analysis, way forward) .
- ☐ Case studies and a crisp PPT shall be shared to HRDC in advance. S/he will have to e a present the case study in an Open House Session moderated by a panel of Sr COSPs. PPT format could be standardised and shared in advance by HRDC.

INSTRUCTIONS

- **During Training:**

- ☐ Faculty to design Lesson Plan. Tools to be used: Quizzes, Spot MCQs, Exit tickets, and use gamification techniques to award points/badges/leaderboards to engage/ motivate the participants
- ☐ Class to be Interactive and participatory - real life cases, experience sharing.
- ☐ Forenoon session - Core and Vital Topics like GFR, DFPR, MPG.
- ☐ Afternoon session- Non-core topics like Soft skills/IT, GD, Group Activities etc.

INSTRUCTIONS

- **After Training: Instructions for project work**

- ❑ One topic to be assigned to participants, to be completed within 2 months. Standard structured format (as given in ensuing slides) to be used.
- ❑ Literature review from original source (Govt. website, journals).
- ❑ Logical arguments and critical thinking to pinpoint challenges and way forward.
- ❑ Project could result in SOPs, FAQs, Booklets, designing formats/ Mind maps/flow chart etc.

INSTRUCTIONS

- **After Training: Instructions for project work**
 - ❑ Mentoring by the senior S&P officer of the lab., additional mentors could be chosen from other Labs.
 - ❑ Peer review by fellow colleagues
 - ❑ Evaluation and weightage parameters: quality, depth and comprehensiveness of topic.
 - ❑ Carry maximum weightage for assessment; to be reckoned for career progression.
 - ❑ Authentic/ original work, no copy-paste job will be valued
 - ❑ Deserving projects to be hosted on “Stores and purchase universe”

STEPS IN DOING THE PROJECT- A FLOW CHART



PAGE 1: COVER PAGE

Cover Page should include the following details:

★ **Title of the Project:**

★ **Name of the Officer:**

★ **Name (s) of the Mentor (s):**

★ **Present Place of Posting:**

★ **Contact Nos: Mobile:**

E-mail:

PAGE 2: ACKNOWLEDGEMENT (SAMPLE)/PREFACE?

I would like to extend my sincere gratitude to my mentor(s)/others_____for his/her/their support and guidance towards completion of this project.

I am also deeply indebted to everyone, including my batch mates and seniors whose constructive feedback helped complete this project.

Date:_____ Name _____ of _____ the
Officer:_____ : _____
Lab/Institute

PAGE 3: CERTIFICATE (SAMPLE)

This is to certify that *<name of the Officer>* of *<Name of the Lab>* has successfully completed this Project on the topic *<topic of the project>* as part of his/her foundation course (Phase-I) as per the guidelines issued.

He/She has shown utmost sincerity in the completion of the project and it meets my/our expectations.

Mentor(s)

PAGE 4: TABLE OF CONTENTS (SAMPLE)

INDEX		
S.No	Contents	Page Number
1	Introduction of the topic/title	
2	Explaining the Concepts and related Rules	
3	Identifying the issues/ problems, causes	
4	Critical Analysis (Fact, Data, Real Cases, Surveys aptly presented for drawing inferences)	
5	Solutions proposed/ suggested	
6	Action Plan/ Road Map for operationalizing the solution (In the form of SOPs, Draft Guidelines, Information Booklets, Flowcharts, Tables, Lists etc.)	
7	Summary Conclusion	
8	Citation/ Bibliography 9. Enclosures	

PAGE 5 ONWARDS: CHAPTERIZATION (*SUGGESTIVE*)

- ❑ As given in the previous slide (Page-4: Table of contents)
- ❑ Project should be replete with relevant tables, Charts, Graphs, Diagrams, Pie-charts, Lists, Annexures/Appendices
- ❑ All OM's, Articles, Newspaper Reports, etc. must be curated/annexed.
- ❑ URLs of all internet sources must be given in citation.

EVALUATION RUBRIC

Sr. No.	Heading	Marks Allotted
1	CONTENT Comprehensiveness of Content/ Depth of Research Insight/ Care for Details Work	15
2	PRESENTATION <i>(Technique, Creativity, Aesthetics, Graphics, Flowcharts, Tables, Diagrams etc.)</i>	15
3	USEFULNESS (Practical usefulness of the project outcome/ Takeaway i.e Recommendations, Insights, SOP, Action Plan, Baseline study, Report etc.)	10
4	Viva-Voce	10
	Total	50