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Document No	Yashada/COP/Plng-02	7.1 & 8.2.1	Date

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Functional Structure of Planning Division

01 Mandate

A Policy Circular was issued [XXXIInd BoG /2004 /P&P /Action /PC /28 dated March 01, 2004] regarding the need to ensure convergence for training, planning and administration within YASHADA. The mandate of the Planning Division is as follows -

- (a) A senior Professor officiates as the Officer - in-Charge (OIC) of the YASHADA PLANNING DIVISION.
- (b) The “YASHADA PLANNING DIVISION” includes the following Centre / Cells / Units –
 - Policy and Plan Implementation Cell (PPI)
 - Board of Studies and Training (BoST)
 - Training Monitoring Cell (TMC)
- (c) OIC, CIT provides guidance for enabling software, hardware, Internet and Intranet support in collaboration with CIT for enabling the Training Management Information Systems (TMIS) on the Intranet.
- (d) The concerned members of faculty/ officer /staff within these Centres /Cells /Units, may also hold additional responsibilities / conduct training programmes and Workshop / Coordinate responsibilities / conduct Training programmes and Workshop / Coordinate research projects and other activities from time to time or as part of their regular activities.
- (e) Training Manager and Stenographer /Clerk / Assistant of TMC should not hold any other responsibilities other than the activities of the TMC.

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- (f) The YASHADA PLANNING DIVISION would be required to coordinate and activate INTRANET facilitations in order to enable dissemination and documentation of training administration activities within the Academy.
- (g) The YASHADA PLANNING DIVISION would be required to coordinate and activate INTERNET facilitation in order to enable dissemination and documentation of training programmes and activities the Annual Training Calendar and interim and schedules from time to time, through the Internet.

02 Management of activities by the Planning Division

The YASHADA PLANNING DIVISION will coordinate the following meetings/workshops on a regular basis:

- o Faculty Meetings – Monthly.
- o Academic Council Meetings – Monthly.

The following expenditure pattern of the Planning Division is delegated for approval by OIC, Planning Division or any other designation as may be specified from time to time.

- (a) The budget and expenditures including refreshments etc as per number of attendees.
- (b) Printing of ATC, interim training calendars, OG +EC+ LC Agenda Notes and Minutes and relevant documents, compilation of Minutes of Appropriate Meetings from time to time.
- (c) Bookbinding material including consumables for spiral binding and lamination.

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- (d) Travel expenses, as permissible for faculty and staff, for attending training programmes/meetings/workshops/seminars upon nomination, confirmation and approval of OIC, Planning Division, or if required, Hon. Director General, YASHADA.
- (e) Communication expenses to coordinate and manage the BOG, EC, LC and other Meetings and ATC related activities, through the use of telephone, fax, mobile phones and other expenses if on tour.
- (f) Expenditure for Cellular (Mobile) phones along with payment/reimbursement of monthly mobile phone bills of (1) OIC, Planning Division, (2) Training Manager, (3) TMC Coordinator & (4) Meeting Secretary

03 Review Meetings coordinated by Planning Division

1. Policy and Plan Implementation Cell (PPI)

The Agenda for Review Meetings of the Policy and Plan Implementation Cell by Director General would comprise the following points:

- o To review status of action taken on minutes of the previous meeting.
- o To review the project management schedule for the comprehensive YASHADA MASTER PLAN comprising (#1) YASHADA campus master plan, (#2) SIRD MASTER PLAN, and (#3) various infrastructure plans for the Academy.
- o To review status of action taken for the approved minutes of the meetings of the (a) Board of Governors (b) Executive Committee, (c) Local Committee, (d) Construction Supervision Committee, and (e) Any other meetings as may have been held from time to time.
- o To review status of implementation of decisions undertaken.

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- To review action taken on Policy Circulars and Intra-Office Memos issued by the Policy and Plan Implementation Cell under the aegis of the Office of the Director General.
 - To consider status of implementation of decisions undertaken in the Review Meetings of the Policy and Plan Implementation Cell.
- (a) A Core Group is established to provide support and guidance to the Policy and Plan Implementation Cell in terms of enabling implementation of decisions undertaken in the meetings of the (a) Board of Governors (b) Executive Committee, (c) Local Committee, (d) Construction Supervision Committee, and (e) Any other meetings as may have been held from time to time.
- (b) The members of the Core Group will include (#1) DDG /ADG Administration, (#2) Financial Advisor, (#3) Registrar, (#4) Accounts Officer and, (#5) Estate Manager. The Group will be chaired by DDG /ADG Administration and convened by OIC, Policy and Plan Implementation Cell. The Core Group would meet on a monthly basis and present its report to the DG.

The following enhanced specific terms of reference for the Policy and Plan Implementation Cell are with reference to Policy Circular No. PPI-2004/XXXIIIrd BoG/SA-21 (6) /PC dated September 8, 2004 redesignating OIC, Policy and Plan Implementation Cell as the SECRETARY of the Academy.

The following three specific terms of reference for the Policy and Plan Implementation Cell are being included:

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- To review status of action and ensure follow up of approved minutes of the meetings of the (a) Board of Governors (b) Executive Committee, (c) Local Committee, (d) Construction Supervision Committee, and (e) Any other meetings as may have been held from time to time.
- To monitor the Project Implementation Schedule for the comprehensive YASHADA MASTER PLAN comprising the (#1) YASHADA campus master plan, (#2) SIRD MASTER PLAN, and (#3) various infrastructure plans for the Academy.
- To develop, issue, monitor and review status of Policy Circulars through the PPI on behalf of the Director General.

Distribution of approved minutes of the meetings of the (a) Board of Governors, (b) Executive Committee, (c) Local Committee and the (d) Construction Supervision Committee

- (a) The minutes of the Meetings of the **Board of Governors** of YASHADA upon approval will be circulated as follows:
1. All Members of the Board of Governors of YASHADA
 2. All Special Invitees of the specific meeting of the Board of Governors of YASHADA
 3. All Invited Attendees of the specific meeting of the Board of Governors of YASHADA
 4. All Members of the Executive Committee of YASHADA
 5. All DDGs and OICs of YASHADA, if not included in the above lists
 6. Copy to YASHADA Information Officer subsequently with acknowledgement with reference to the Right to Information Act
 7. Copy for the file to be maintained at the Office of the Director General, YASHADA specifically in his capacity as Appellate Authority of the Academy with reference to the Right to Information Act
 8. Copy to Coordinator of YASHADA Website for uploading on the Academy's web pages

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(b) The minutes of the Meetings of the **Executive Committee** of YASHADA upon approval will be circulated as follows:

1. All Members of the Executive Committee of YASHADA
2. All Special Invitees of the specific meeting of the Executive Committee of YASHADA
3. All Invited Attendees of the specific meeting of the Executive Committee of YASHADA
4. All Members of the Board of Governors of YASHADA
5. All DDGs and OICs of YASHADA, if not included in the above lists
6. Copy to YASHADA Information Officer subsequently with acknowledgement with reference to the Right to Information Act
7. Copy for the file to be maintained at the Office of the Director General, YASHADA specifically in his capacity as Appellate Authority of the Academy with reference to the Right to Information Act
8. Copy to Coordinator of YASHADA Website for uploading on the Academy's web pages

The minutes of the Meetings of the **Local Committee** of YASHADA upon approval will be circulated by Estate Manager as follows:

1. All Members of the Local Committee of YASHADA
2. All Special Invitees of the specific meeting of the Local Committee of YASHADA
3. All Invited Attendees of the specific meeting of the Local Committee of YASHADA
4. All Members of the Executive Committee of YASHADA
5. All DDGs and OICs of YASHADA, if not included in the above list
6. Copy to YASHADA Information Officer subsequently with acknowledgement with reference to the Right to Information Act
7. Copy for the file to be maintained at the Office of the Director General, YASHADA specifically in his capacity as Appellate Authority of the Academy with reference to the Right to Information Act
8. Copy to Coordinator of YASHADA Website for uploading on the Academy's web pages

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(d) The minutes of the Meetings of the **Construction Supervision Committee** of YASHADA upon approval will be circulated by Estate Manager as follows:

1. All Invited Attendees of the specific meeting of the Construction Supervision Committee of YASHADA
2. All DDGs and OICs of YASHADA, if not included in the above list
3. Copy to YASHADA Information Officer subsequently with acknowledgement Academy with reference to the Right to Information Act
4. Copy for the file to be maintained at the Office of the Director General, YASHADA specifically in his capacity as Appellate Authority of the Academy with reference to the Right to Information Act
5. Copy to Coordinator of YASHADA Website for uploading on the Academy's web pages

Schedule of meetings of the EC and BoG and the D-minus schedule of action to be followed to coordinate the meetings.

Meeting of the YASHADA Executive Committee

The Executive Committee shall meet not less than four times in a calendar year, provided that not more than four months shall elapse between any two meetings of the Committee. The schedule of conducting the EC meeting is as follows:

D-30	Forward file for seeking date for EC meeting to Hon. DG & Chairperson, EC
D-20	Issue internal circular for seeking data to prepare Agenda Notes
D-15	Dispatch of meeting notice to EC members
D-13	Approve Agenda for the meeting
D-10	Approve budget for the meeting
D-7	Issue Agenda Notes to EC members and invitees
D+15	Preparation of minutes of EC meeting

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Meeting of the YASHADA Board of Governors

Subject to the provisions of the Act, the Board of Governors shall meet at least once a year. The President of the Board of Governors shall convene Annual General Meeting within four months of the close of the financial year. The President of the Board may convene special meetings of the Board to consider any matter of special importance or urgency or on the written requisition of not less than Six members of the Board, specifying the purpose for which the meeting is proposed to be called.

D-30	Forward letter for seeking date for BoG meeting to Hon. CS & President, BoG
D-20	Issue internal circular for seeking data to prepare Agenda Notes
D-15	Dispatch of meeting notice to BoG members
D-13	Approve Agenda for the meeting
D-10	Approve budget for the meeting
D-7	Issue Agenda Notes to BoG members and invitees
D+15	Preparation of minutes of BoG meeting

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