

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION  
POLICY AND PLAN IMPLEMENTATION CELL**


**YASHADA POLICY CIRCULAR**

Policy Circular No.	PPI-2004/XXXIIIrd BoG/A-11/PC
Dated	January 15, 2005
Empowered Authority	Director General, YASHADA
Subject	Revised staffing pattern of the Academy as on 21 August 2004.
Reference	All approved minutes of the Board of Governors, meeting held on 27.08.2004. Agenda Item No.BoG:XXXIII:11 Minute No. 78
Circulated for Information to :	All OICs, YASHADA Financial Advisor, Registrar, Accounts Officer and Estate Manager
Effective from	August 27, 2004

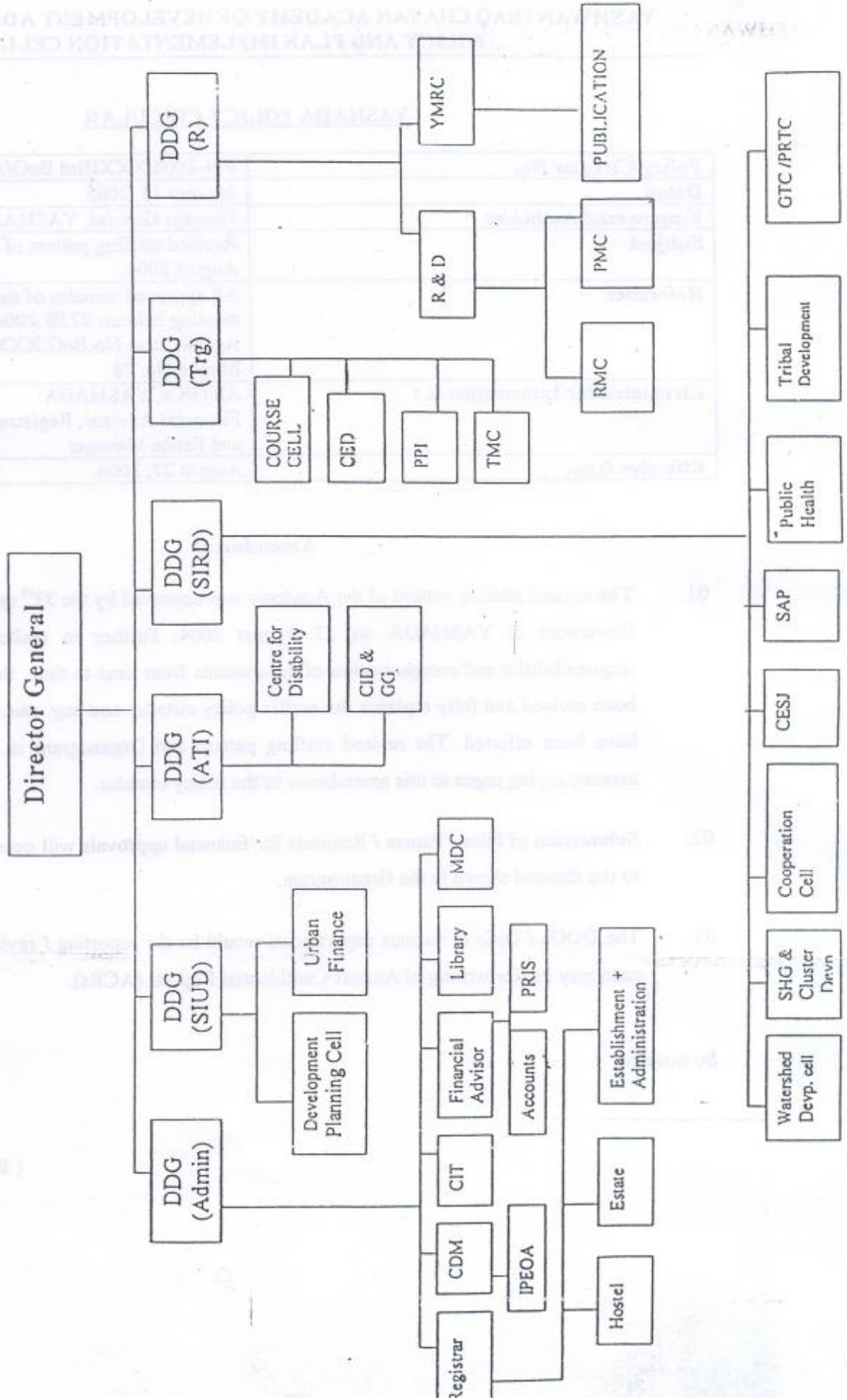
**Amendment**

01. The revised staffing pattern of the Academy was approved by the 33<sup>rd</sup> meeting of the Board of Governors of YASHADA on 27 August 2004. Further to reallocation of personnel, responsibilities and reorganization of departments from time to time, the staffing pattern has been revised and fully replaces the earlier policy circular and any other amendments as may have been effected. The revised staffing pattern and Organogram is now provided in the accompanying pages to this amendment of the policy circular.
02. Submission of Files / Papers / Requests for financial approvals will need to be routed according to the channel shown in the Organogram.
03. The DDGs / OICs of various departments would be the reporting / reviewing officers as the case may be, for writing of Annual Confidential Reports (ACRs).

So ordered,

  
( Ratnakar Gaikwad )  
Director General

# YASHADA ORGANOGRAM



**DEPARTMENT-WISE LIST OF YASHADA**

**DG's Office**

S. No	Name of officer/staff	Designation	Nature of Appointment	Remarks
1.	<b>Shri Ratnakar Gaikwad, IAS</b>	<b>Director General</b>	<b>Deputation</b>	
2.	Smt Kanchan Thorat	Steno (SG)	Regular	
3.	Shri Krishna Pailwan	General Attendant	Regular	
4.	Shri Raju Mahadik	Driver	Regular	

**DDG (Administration)**

1.	Capt Ashok Deshpande, IAS (Retd)	DDG (Admin)	Contract	
2.	Shri Yuvraj Poman	Registrar	Deputation	
3.	Shri Yogesh Bhosale	Assistant Registrar	Regular	
4.	Shri VU Katakdhond	Assistant	Regular	
5.	Shri Yuvraj Kadam	Senior Clerk & Campus Manager	Regular	
6.	Shri Ajay Diwate	Senior Clerk	Regular	Also working with Estate
7.	Smt Sunanda Randive	Senior Clerk	Regular	
8.	Smt Meena Shitole	Telephone Operator	Regular	
9.	Smt Shobha Gaikwad	Telephone Operator	Regular	
10.	Shri R. V. Misal	Clerk	Contract	
11.	Shri B I Phulliya	Roneo Operator	Regular	Registrar
12.	Shri B.D. Awale	Roneo Operator	Regular	
13.	Shri Raju Bhandari	General Attendant	Regular	DG (Resi)
14.	Shri Bapu Kasabe	General Attendant	Regular	Dispatch
15.	Shri S. A. Hogale	Driver	Regular	DDG(A)
16.	Shri G. P. Tiwari	Driver	Regular	
17.	Shri J. D. Jadhav	Driver	Regular	
18.	Shri Namdeo Zurange	Driver	Contract	
19.	Shri M.M. Jagtap	Driver (MESCO)	Contract	

**Estate Department**

1.	Shri V.R. Jannu	Estate Manager	Deputation	
2.	Shri Namdeo Bhosale	Jr Engineer (Civil)	Contract	
3.	Shri Ajay Diwate	Sr Clerk	Regular	
4.	Shri S.M. Chougale	Clerk (MESCO)	Contract	
5.	Shri Anna Gaikwad	Wireman	Regular	
6.	Shri S. M. Yewale	Plumber	Regular	

**Hostel**

1.	Shri Prasad Acharya, Asst	Hostel Manager	Regular	
2.	Shri S. M. More	Clerk	Contract (MESCO)	

**CDM**

1.	Dr Rajan Gengaje	Professor & OIC CDM & IPEOA	Contract	
2.	Shri Panjabrao Wankhede	Associate Professor	Deputation	
3.	Shri V.V. Jagtap	Consultant	Contract	
4.	Shri C.K. Sakhare	Steno (LG)	Contract (MESCO)	
5.	Shri G.M. Telang	Course Assistant	Contract (MESCO)	
6.	Shri Janardan More	General Attendant	Contract	

**IPEOA**

1.	Dr Rajan Gengaje	Professor & OIC	Contract	
2.	Miss Rasika Chikte	Research Assistant	Contract	
3.	Miss Sunita Patil	Course Assistant	Contract	

**CIT**

1.	Shri Anand Pardhy	OIC CIT	Contract	
2.	Smt Ujwala Udgaonkar	Programmer – Research Officer (Computer)	Regular	
3.	Shri Shekhar Teke	Programmer – Research Officer (Computer)	Regular	
4.	Shri Sameer Pandya	Course Associate	Regular	
5.	Shri Sandip Chavan	Course Associate	Contract	

Library

1.	Shri Manoj Kulkarni	Senior Librarian	Regular	
2.	Shri Mohan Dhadphale	Librarian & Public Relation Officer	Regular	
3.	Shri S. D. Choudhary	Assistant Librarian	Regular	
4.	Shri R. S. Pathan	Naik	Regular	
5.	Shri Pangare	Apprentice	Temporary	Will be replaced on 23.2.2005
6.	Shri Kale	Apprentice	Temporary	-do-

MDC

1.	Smt Nasarin Siddiqui	Asso Prof & Director	Regular	
2.	Shri Mo'in Madki	Hostel Manager	Regular	

Financial Advisor  
Accounts

1.	Shri A.B. Sawant	Professor & Financial Advisor	Deputation	
2.	Shri I.B. Bagwan	Accounts Officer	Deputation	
3.	Smt S.B. Phapale	Asst Accts Officer	Deputation	
4.	Shri K. R. Kadam	Assistant	Regular	
5.	Shri Ashok Nikam	Senior Clerk	Regular	
6.	Shri K.V. Mangalwedhekar	Senior Clerk	Regular	

PRIS Project

1.	Shri Shilanath Jadhav	Associate Professor	Deputation	
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DDG(SIUD)

1	Smt V Radha, IAS	DDG (SIUD)	Deputation	
2.	Smt Nasarin Siddiqui	Asso Prof	Regular	
3.	Shri DD Karmarkar	Research Officer	Deputation	

Urban Finance

1.	Shri Mukund Rathi	Assistant Professor	Deputation	
2	Smt Ragini Sawant	Research Assistant	Regular	Satara Project
3	Smt Purnima Jagtap.	Course Assistant	Contract	
3.	Shri A. Parkhi	General Attendant	Regular	

**Development Planning Cell**

1.	Shri Vidyadhar Deshpande	Associate Professor & Addl Director SIUD	Contract	
2.	Smt Shubhangi Shitole	Course Associate	Contract	
3.	Smt Smita Kir	Course Assistant	Contract	

**DDG (ATI)**

1.	Smt V. Radha, IAS	Director ATI	Deputation	
2.	Shri Kiran Kulkarni	Assistant Professor	Deputation	
3.	Smt Y.Y. Naik	Steno (HG) (PA to DDG (D))	Regular	
4.	Shri Ajay Pithe	Research Assistant	Regular	
5.	Smt Swati Kulkarni	Research Assistant	Regular	
6.	Shri A.M. Pore	Course Assistant	Regular	
7.	Shri S. Pokale	General Attendant	Regular	
8.	Shri H.M. Chavan	Driver	Regular	

**Centre for Disability**

1.	Shri Tungar	Consultant	Contract	
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**CID & GG**

1.	Smt V Radha, IAS	OIC CID & GG	Deputation	
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**DDG(SIRD)**

1.	Smt Meeta Rajiv Lochan, IAS	DDG (YASHADA) Director SIRD	Deputation	
2.	Dr. D. B. Rane	Associate Professor	Contract	
3.	Dr A.D. Kolhe	Associate Professor	Deputation	
4.	Shri VN Suryavanshi	Assistant Professor	Deputation	
5.	Shri Yashwant Shitole	Assistant Professor	Deputation	
6.	Smt Jayashree Tadelkar	Research Officer	Regular	
7.	Smt Varsha Salve, PA to Director SIRD	Steno (LG)	Regular	
8.	Shri Amol Bamiste	Research Assistant	Contract	
9.	Shri V S Patil	Course Associate	Contract	
10.	Shri S. T. Babar	Course Assistant	Contract	
11.	Smt Rajani Gholap	Course Associate	Regular	
12.	Shri Ashok Shelar	General Attendant	Regular	
13.	D.S. Shinde	Driver	Regular	

**Watershed Development Project**

1.	Dr. P.N. Munde	Prof & OIC	Deputation	
2.	Dr. Rajendra Pawar	Assistant Professor	Contract	
3.	Shri B. S. Mahiras	Research Assistant	Contract	
4.	Smt Alka Somwanshi	Course Associate	Regular	Satara Project
5.	Shri Hasan Nadaf	General Attendant	Contract	

**SHG & Cluster Development Programme**

1.	Shri Anil Borkar	Consultant & Hostel Warden		
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**Special Cell for Co-operation**

1.	Dr Rajendra Pawar	Assistant Professor & I/C	Contract	
2.	Shri C.K. Patil	Research Officer	Contract	
3.	Smt Pradnya Dasarwar	Research Officer	Contract	
4.	Shri J. M. Thorat	Course Assistant	Contract	
5.	Shri Netaji Aglave	Course Associate	Regular	

**CESJ**

1.	Shri RL Chavan	Associate Professor	Regular	
2.	Dr SD Munde	Assistant Professor	Deputation	
3.	Shri D Kirtiraj	Asst Prof	Regular	Yet to join
4.	Shri Ravikant Ghodichor	Research Officer	Deputation	Satara Project
5.	Smt Anita Jadhav	Research Officer	Contract	Working with ATI
6.	Shri Dadu Bule	Research Assistant	Contract	
7.	Smt Sharifa Choudhary	Course Assistant	Contract	

**SAP**

1.	Shri Yashwant Shitole	Assistant Professor	Deputation	
2.	Shri B.P. Bahirat	Research Assistant	Contract	
3.	Smt Sunita Chimbalkar	Course Associate	Regular	Satara Project

**Public Health**

1.	Smt Anita Patole	Asst Prof	Contract	

**Tribal Development**

1.	Shri R.D. Tribhuvan	Asst Prof	Contract	Yet to join
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**GTC/PRTC**

1.	Shri Yashwant Shitole	Assistant Professor	Deputation	
2.	Shri Prabhakar Bhat	Research Assistant	Contract	

DDG (Training)Course Cell

1.	Dr Bharat Bhushan	Dy Director General (Training) & OIC	Regular	
2.	Shri Sudhir Supekar	Training Manager	Regular	

CED

1.	Dr Bharat Bhushan	Professor & OIC	Regular	
2.	Shri P.A. Gadekar	Research Assistant	Contract	
3.	Smt Swati Kamat	Research Assistant	Contract	
4.	Shri Sunil Nikumb	Steno (HG)	Contract	
5.	Shri D.M. Koli	Course Assistant	Contract	

Policy & Plan Implementation Cell

1.	Shri Bharat Bhushan	Professor & OIC	Regular	
2.	Smt Shradha Kulkarni	Steno (LG)	Regular	
3.	Shri R.P. Gaikwad	General Attendant	Contract (MESCO)	

Training Monitoring Cell

1.	Dr Sunil Dhapte	Research Officer	Deputation	
2.	Shri Ram Pole	Research Assistant	Contract	

DDG (Research)R&D Cell

1.	Dr K. S. Nair	Dy DG (Research), Chairman (RDC) & Advisor IPEOA	Contract	
2.	Smt Kishori Gadre	Assistant Professor	Deputation	Satara Project
3.	Shri S. W. Deshmukh	Associate Professor	Contract	
4.	Shri Manik Sonawane	Research Assistant	Contract	Yet to join
5.	Shri Atul Shinde	Course Assistant	Contract	
6.	Smt Sheetal Kachare	Steno (LG)	Regular	
7.	Shri U. E. Madane	General Attendant	Contract	
8.	Shri P.I. Rajput	Driver	Regular	

RMC

1.	Shri S.G. Waidande	Assistant Professor	Contract	
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PMC

1.	Shri Sumedh Gurjar	Assistant Professor	Regular	
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**YMRC**

1.	Shri Ramesh Waswani	Assistant Professor and OIC	Contract	
2.	Shri Abhay Kate	Audio Visual Officer	Regular	
3.	Shri Satish Visal	Audio Visual Assistant	Regular	
4.	Shri Sanjay Kadam	Audio Visual Assistant	Regular	
5.	Shri Vinay Kulkarni	Course Associate	Regular	

**Publication**

1.	Shri R. M. Vaswani	Assistant Professor	Contract	
2.	Shri B. P. Jogdand	Assistant Publication Officer	Contract	

**Project Coordinators****Sardar Sarovar Project**

1.	Capt A.V. Deshpande, IAS	Consultant	Contract	
2.	Shri A.C. Karpe	Research Assistant	Contract	
3.	Shri Suresh Bhapkar	Course Assistant	Contract	
4.	Shri V.V. Gavali	General Attendant	Contract (MESCO)	
5.	Shri Nital Vakharia	Part time Programmer	Contract	

**E-gain Project**

1.	Shri Sanjay Bobade	Consultant	Contract	
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**Directory of NGOs**

1.	Shri Sumedh Gurjar	Assistant Professor	Regular	
2.	Smt Manisha Ladkat	Research Associate	Contract	
3.	Smt Tanuja Naikodi	Data Entry Operator	Contract	

**Social Justice Indices**

1.	Shri Sumedh Gurjar	Assistant Professor	Regular	
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**Micro Planning**

1.	Shri Sumedh Gurjar	Assistant Professor	Regular	
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**Right to Information**

1.	Shri Sumedh Gurjar	Assistant Professor	Regular	
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**Elimination of Child Labour**

1.	Smt Minal Narwane	Assistant Professor	Contract	Yet to join
2.	Shri Suryakant Kulkarni	Consultant	Contract	
3.	Smt Sonali Shinde	Project Assistant	Contract	

**Functional Review**

1.	Shri Shashi Sharma	Consultant	Contract	Part time
2.	Smt Nidhi Mallick	Research Associate	Contract	
3.	Smt Sonali Madikundh	Data Entry Operator	Contract	

**State Urban Development Report**

1.	Dr K.S. Nair	DDG ( R)	Contract	
2.	Shri V.W. Deshpande	Associate Professor	Contract	

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION  
POLICY AND PLAN IMPLEMENTATION CELL**

**YASHADA POLICY CIRCULAR**

<b>Policy Circular No.</b>	PPI-PC / 2005 -1
<b>Dated</b>	25 January 2005
<b>Empowered Authority</b>	Director General, YASHADA
<b>Subject</b>	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
<b>Reference</b>	Statutory requirements under Right to Information Act
<b>Circulated for Information to :</b>	All OICs, YASHADA Financial Advisor, Registrar, Accounts Officer and Estate Manager
<b>Effective from</b>	25 January 2005

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

(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

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**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**

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

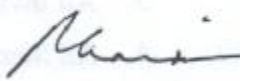
(c) The minutes of the Meetings of the Local Committee of YASHADA upon approval will be circulated as follows :

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

(d) The minutes of the Meetings of the Construction Supervision Committee of YASHADA upon approval will be circulated 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

So ordered,

  
( Ratnakar Gaikwad  
Director General

## YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2005-06/KRA/001 P.F.J - 10 / 2005
Dated:	28 January 2005
Empowered Authority:	Director-General, YASHADA
Subject:	Framework and Modalities for Conducting Team Research in Key Result Areas
Read with:	YASHADA MOA Work Norms Policy Circular
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee YASHADA Desk, GAD, Govt Of Maharashtra
Circulated for necessary compliance to:	All YASHADA Faculty and Staff

**Background:** Under YASHADA's Memorandum of Association, one of its mandatory functions is 'Policy-oriented and Operational Research' (see pt. 04 (ii) of MOA). In pursuance of this mandate, YASHADA has been undertaking small and medium research and consultancy projects, mostly in response to various grants available from agencies like UNICEF, UNDP, UN-Habitat, ILO, Ford Foundation etc. This type of research has been largely supply-driven (i.e. a function of the supply of grants) and centred on the agenda and objectives of the donor agency, not the aims and objectives of either YASHADA, or its client organisations in the State Government.

In order to make YASHADA's research activities demand-driven, client-centred and in step with the emerging socio-economic situation, it was decided to undertake team research in a few **key result areas (KRAs)** where its efforts would be most likely to impact governance. After serious debate and consultation with various experts, the following 13 KRAs have been identified: **Watershed Development and Management; Livelihoods and Employment Generation; Rural Micro-finance and SHGs; Child Malnutrition and Protection; Primary Education; Child Labour; Special Component Plan; Tribal Sub-Plan; Financing and Management of Urban Infrastructure; Resource Mobilisation and Optimisation; E-Governance; Urban Poverty and Shelter; Needs of the Disabled.**

**Objectives:** The objectives of undertaking systematic policy and operations research in the above key result areas are fourfold:

1. To make YASHADA the destination of first choice for government bodies for policy and **evaluative research and consultancy**;
2. To enhance the **research and documentation skills** of YASHADA faculty;
3. To enrich the inputs and increase the relevance of YASHADA **training**;
4. To enable YASHADA to emerge as a **Total Solution Provider (TSP)** for various challenges in key areas of governance.

**Implementation:** The KRA Research Programme will be launched immediately with the issuance of this Policy Circular. The roadmap of implementation will consist of the following steps:

1. All groups indicated in the Appendix will duly constitute themselves, select a Team Leader and co-opt any outside members or mentors that may be necessary, and submit a note outlining the group set-up to the D-G at the earliest.
2. There will be fortnightly review meetings of all projects on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of every month, from 3.00-5.00 p.m. with expert invitees present.
3. The necessary support services will be provided as follows:

Literature, Documentation, Web Resources	Library and CIT
Skill-building Lecture Series	RDC
Minuting of Review Meetings and Follow-up	RDC
Facilities for Consultations and Workshops	Course Cell
Dissemination through Training	TMC
Dissemination through Media	YMRC
Outsourced services like typing etc	Administration

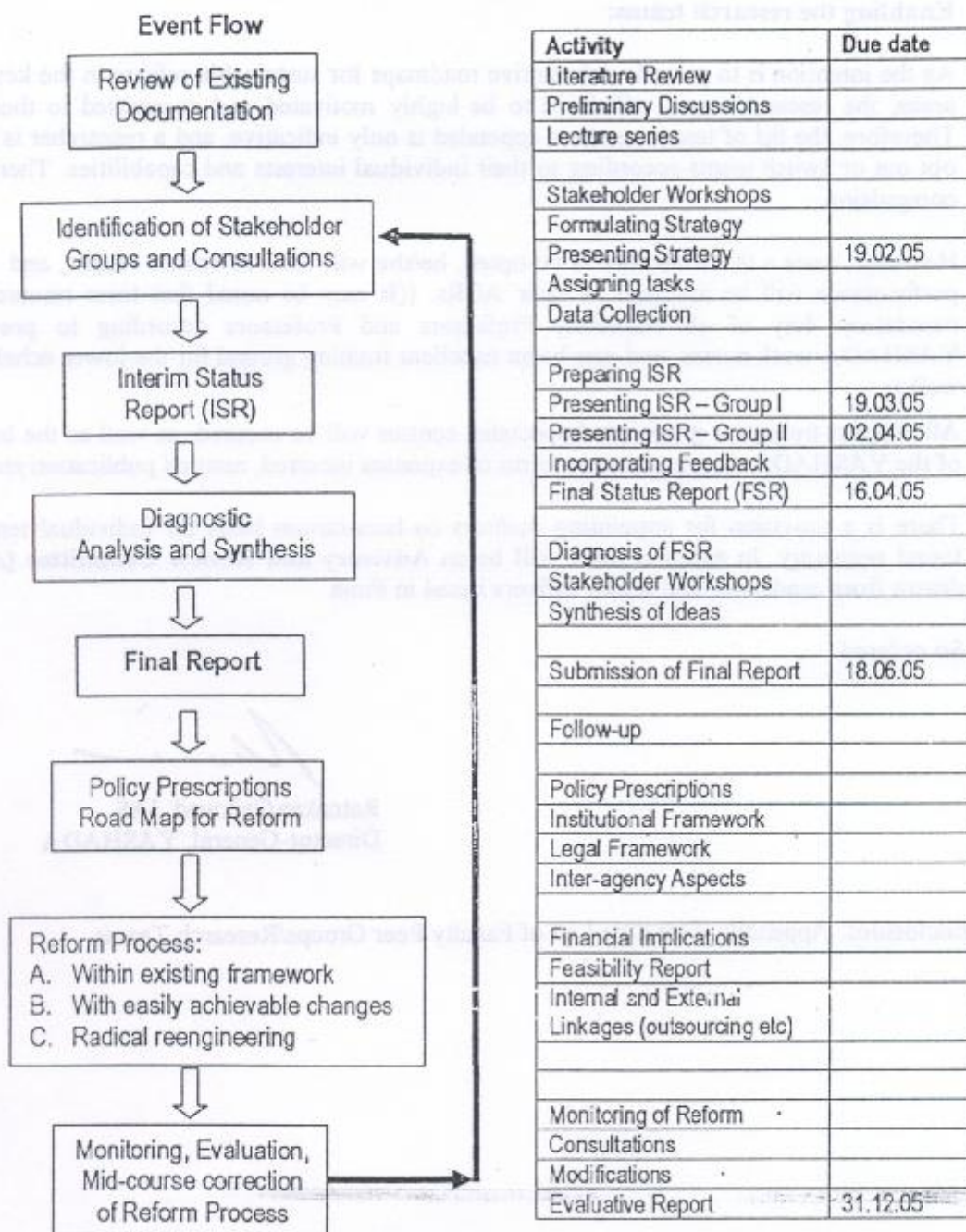
#### Methodology:

1. The specific research techniques (surveys, in-depth interviews, participant observation etc) and types of data (case-studies, statistical data, primary, secondary data) may vary from project to project, but a clear research policy and strategy will have to be worked out by each group and presented to peers within 2-3 weeks of this circular.
2. Then, after consultations with stakeholder groups, an Interim Status Report will be presented, discussed, modified, and submitted as Final Status Report.
3. After a thorough diagnostic analysis of the FSR, the group will present its conclusions as a Final Report, which will identify gaps and recommend ways to rectify any shortcomings in the system.
4. These recommendations will then be operationalised in the form of specific policy prescriptions bearing in mind their practicability, financial feasibility, and social and political acceptance. As a thumb rule, the following preferences may be considered: First, those that fit within existing framework; secondly, those recommending easily achievable changes, and thirdly, radical reengineering only as a last resort.
5. Thereafter, the team will monitor the progress of its reform recommendations, make any mid-course corrections needed in consultation with all stakeholders, and prepare its final documentation of the entire exercise as a definitive Evaluative Report.

With that, the first phase of the project will come to an end. However, as the key result areas will continue to impact governance in the foreseeable future, the research will loop back to the beginning, and study and work on other aspects of the same issue will have to continue. Throughout the research exercise, the team will disseminate its findings, prescriptions, practices, reforms etc firstly through training, and secondly through the mass media, to encourage the participation of civil society at large, in a reform programme.

The methodology is summarised in the following chart. (Although each team may set deadlines for specific activities, dates indicated below are NON-NEGOTIABLE)

## FRAMEWORK FOR TEAM RESEARCH IN KEY RESULT AREAS



### Continuous Activity at various Stages of Research Process

Dissemination through Training, Publication and Mass Media	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Training Modules</td></tr> <tr><td>Training of Trainers</td></tr> <tr><td>Publication</td></tr> <tr><td>Media outputs</td></tr> </table>	Training Modules	Training of Trainers	Publication	Media outputs
Training Modules					
Training of Trainers					
Publication					
Media outputs					

**Enabling the research teams:**

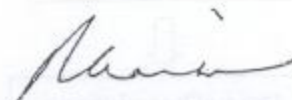
As the intention is to provide substantive roadmaps for sustainable reform in the key result areas, the research teams will have to be highly motivated and committed to their task. Therefore, the list of team members appended is only indicative, and a researcher is free to opt out or switch teams according to their individual interests and capabilities. There is no compulsion.

However, once a team member is co-opted, he/she will have to ensure results, and his/her performance will be assessed in their ACRs. ((It may be noted that team research is a mandatory duty of all Associate Professors and Professors according to prevailing YASHADA work norms, and can be an excellent training ground for the lower echelons as well.)

All support from peer groups and specialist centres will be ensured, as well as the backing of the YASHADA management, in terms of expenses incurred, assured publication etc.

There is a provision for appointing mentors on honorarium basis for individual teams, if found necessary. In addition there will be an **Advisory and Review Committee (ARC)**, drawn from academics and senior officers based in Pune.

So ordered.



Ratnakar Gaikwad, IAS  
Director-General, YASHADA

Enclosures: Appendix: Tentative List of Faculty Peer Groups/Research Teams



**Appendix: Tentative List of Faculty Peer Groups/Research Teams**

Watershed Development and Management	Dr P N Munde, IFS Shri Yashwant Shitole Dr Rajendra Pawar
Livelihoods and Employment Generation	Dr Bharat Bhushan Shri P S Wankhede Smt Jayashree Tadelkar
Rural Micro-finance and SHGs	Smt Mita Lochan, IAS Dr D B Rane Shri Anil Borkar
Child Malnutrition and Protection	Smt V Radha, IAS Shri S G Waidande Shri Sumedh Gujjar
Primary Education	Dr S D Munde Shri Kiran Kulkarni Shri Manoj Kulkarni
Child Labour	Shri S G Waidande
Special Component Plan	Dr K S Nair Shri R L Chavan Shri S W Deshmukh
Tribal Sub-Plan	Shri A D Kolhe Dr Robin Tribhuvan
Financing and Management of Urban Infrastructure	Shri V W Deshpande Shri Mukund Rathi
Resource Mobilisation and Optimisation	Capt A V Deshpande, IAS Shri Vijay Suryavanshi Shri D D Karnarkar
E-Governance	Shri Anand Pardhy Shri Bobade Smt Ujwala Udgaonkar
Urban Poverty and Shelter	Smt Nasrin Siddiqui Shri R M Vaswani
Needs of the Disabled	Smt V Radha, IAS



**YASHADA POLICY CIRCULAR**

Policy Circular Number:	PPI-PC /2005-3
Dated:	March 15, 2005
Empowered Authority:	Director General, YASHADA
Subject:	Establishment of CED Cell for Pollution Management.
Reference	1. Minute No. 93 <i>vide</i> Agenda Item No. BoG XXXII: 01 (30) and Annexure No. 15 – Point No. 32 (01): 30 and Table No. 3 on Page 162 of Agenda Notes 2. Minute No. 5 <i>vide</i> Agenda Item No. EC XXXVII: 01 (5) 3. Review Meeting No. 7 (February 16, 2005) of the CED by Hon. Director General, YASHADA, <i>vide</i> minute No. 01.
Circulated for information to:	All faculty and staff of YASHADA
Effective Date:	February 16, 2005

**1. Introduction to the Centre for Environment and Development**

YASHADA has positioned environment and development as a strategic training and research intervention at the Academy. The Centre for Environment and Development, aptly named PARIVESH, meaning holism, was established within the campus on 29 June 1996. During the previous nine years, the Centre has been facilitating training, research and administrative interventions at the district, municipal and state level within the Government of Maharashtra.

The training and applications programmes have focused on environmental concerns with perspectives on planning in rural, urban and infrastructure sectors for officials, non-officials, university academics and non-government organizations.

Interventions and collaboration are meant to encourage and support the State Government's departments to develop programmes for environmental protection and nature conservation, while ensuring sustainable economic development.

**2. Objectives**

The objectives of the Centre affirm the need for the State and National governments to enable training processes on environment management and development administration. 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 CED Cell for Pollution Management would strive through a series of integrated initiatives, the following:

- a. To develop training programmes and evolve modules on pollution management, sustainable development, sustainable livelihood, pollution management, environmental protection, nature conservation and development administration, with emphasis on rural and urban sector including Training Need Analysis (TNA) for various stakeholders within the sectors.

## Policy circular on CED Cell for Pollution Management

- b. To train, on a continuous basis, successive groups of government officials, elected representatives, non-governmental organizations and university academics on issues concerning environment and development.
- c. To develop research facilities, policy advocacy, provide fellowships and resident scholarships to cadre officers and non-governmental organizations on issues concerning environment and development.
- d. To provide a forum for interaction for organizations and individuals including stakeholders to discuss and develop action plans for implementation of recommendations on environment and development.
- 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 environment and development administration and to ensure monitoring and evaluation.
- f. To organize workshops and seminars to focus on specific environment and development aspects, 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.

### 3. Plan of Action

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

#### a. Sectoral and Departmental TNA

The CED Cell for Pollution Management would undertake Training Need Analyses for various departments of the Government of Maharashtra along with the Maharashtra State Pollution Control Board (MPCB) and 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 Cell.

#### b. Training Programmes

The Cell will conduct about 20 training programmes, workshops & seminars in an academic year. The training programmes will be designed and conducted using the systematic methodology prescribed by the Planning Division, YASHADA.

#### 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 Cell. The Cell will also provide a platform to these bodies by organizing convergence and problem solving workshops.

#### d. Research, Consultancy and Facilitation Projects

The TNA generally indicates 'environmental' (systemic) problems besides behavioral and performance problems. The environmental or systemic problems cannot be corrected

Policy circular on CED Cell for Pollution Management



through training alone and will need inputs of various kinds. It is thus proposed that along with training activity, the CED Cell for Pollution Management would undertake research, consultancy and facilitation activities to address the issues as emerged through completed TNA documentation.

4. **Resource Requirements**

a. **Human Resources**

The Cell would require a dedicated team of professionals to handle its mission and mandate. Initially, the team for the Cell will be made available by redeploying within the Academy. Further, a proposal will also need to be forwarded to the Maharashtra Pollution Control Board (MPCB) and /or other similar departments and agencies for deputing two officers to the Cell. The officers will report to the OIC, Centre for Environment and Development.

b. **Infrastructure Resources**

To begin with, YASHADA would accommodate the proposed Cell within its available physical infrastructure in the premises of the Centre for Environment and Development. Detailed equipment needs will be finalized later.

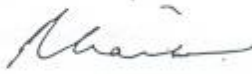
c. **Financial Resources**

The Cell 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 Cell.

5. **Administration**

The CED Cell for Pollution Management will function within the aegis of Centre for Environment and Development, YASHADA and under direct supervision of the OIC, Centre for Environment and Development. The Advisory Committee of the Centre for Environment and Development will initially function as the Advisory Committee for the Cell but a separate Advisory Committee for the CED Cell for Pollution Management will be constituted in due course.

So ordered.

  
(Ratnakar Gaikwad, IAS)  
Director General  
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular Number:	PPI-PC /2005-4
Dated:	March 15, 2005
Empowered Authority:	Director General, YASHADA
Subject:	Establishment of CED Cell for Employment and Self-Employment.
Reference	1. Minute No. 93 <i>vide</i> Agenda Item No. BoG XXXII: 01 (30) and Annexure No. 15 – Point No. 32 (01): 30 and Table No 3 on Page 162 of Agenda Notes 2. Minute No. 5 <i>vide</i> Agenda Item No. EC XXXXVII: 01 (5) 3. Review Meeting No. 7 (February 16, 2005) of the CED by Hon. Director General, YASHADA, <i>vide</i> minute No. 01.
Circulated for information to:	All faculty and staff of YASHADA
Effective Date:	February 16, 2005

1. Introduction to the Centre for Environment and Development

YASHADA has positioned environment and development as a strategic training and research intervention at the Academy. The Centre for Environment and Development, aptly named PARIVESH, meaning holism, was established within the campus on 29 June 1996. During the previous nine years, the Centre has been facilitating training, research and administrative interventions at the district, municipal and state level within the Government of Maharashtra.

The training and applications programmes have focused on environmental concerns with perspectives on planning in rural, urban and infrastructure sectors for officials, non-officials, university academics and non-government organizations

Interventions and collaboration are meant to encourage and support the State Government's departments to develop programmes for environmental protection and nature conservation, while ensuring sustainable economic development.

2. Objectives

The objectives of the Centre affirm the need for the State and National governments to enable training processes on environment management and development administration. 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 CED Cell for Employment & Self-Employment would strive through a series of integrated initiatives, the following:

- a. To develop training programmes and evolve modules on employment and self-employment, sustainable development, sustainable livelihood, pollution management, environmental protection, nature conservation and development administration, with emphasis on 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 organizations and university academics on issues concerning environment and development.
- c. To develop research facilities, policy advocacy, provide fellowships and resident scholarships to cadre officers and non-governmental organizations on issues concerning environment and development.
- d. To provide a forum for interaction for organizations and individuals including stakeholders to discuss and develop action plans for implementation of recommendations on environment and development.
- 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 environment and development administration and to ensure monitoring and evaluation.
- f. To organize workshops and seminars to focus on specific environment and development aspects, 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.

### 3. Plan of Action

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

#### a. Sectoral and Departmental TNA

The CED Cell for Employment & Self-Employment would undertake Training Need Analyses for various departments of the Government of Maharashtra 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 Cell.

#### b. Training Programmes

The Cell will conduct about 20 training programmes, workshops & seminars in an academic year. The training programmes will be designed and conducted using the systematic methodology prescribed by the Planning Division, YASHADA.

#### c. Networking

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

#### d. Research, Consultancy 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 CED Cell for Employment & Self-Employment would undertake research, consultancy and facilitation activities to address the issues as emerged through completed TNA documentation.

**4. Resource Requirements**

**a. Human Resources**

The Cell would require a dedicated team of professionals to handle its mission and mandate. Initially, the team for the Cell will be made available by redeploying within the Academy. Further, a proposal will also need to be forwarded to the Employment & Self-Employment Department for deputing two officers to the Cell. The officers will report to the OIC, Centre for Environment and Development.

**b. Infrastructure Resources**

To begin with, YASHADA would accommodate the proposed Cell within its available physical infrastructure in the premises of the Centre for Environment and Development. Detailed equipment needs will be finalized later.

**c. Financial Resources**

The Cell 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 Cell.

**5. Administration**

The CED Cell for Employment & Self-Employment, will function within the aegis of Centre for Environment and Development, YASHADA and under direct supervision of the OIC, Centre for Environment and Development. The Advisory Committee of the Centre for Environment and Development will initially function as the Advisory Committee for the Cell but a separate Advisory Committee for the CED Cell for Employment & Self-Employment will be constituted in due course.

So ordered.

(Ratnakar Gaikwad, IAS)  
Director General  
YASHADA



## YASHADA POLICY CIRCULAR

Policy Circular Number:	PPI-PC /2005-5
Dated:	March 15, 2005
Empowered Authority:	Director General, YASHADA
Subject:	Establishment of CED Cell for GIS and Environmental Planning.
Reference	1. Minute No. 93 <i>vide</i> Agenda Item No. BoG XXXII: 01 (30) and Annexure No. 15 – Point No. 32 (01): 30 and Table No. 3 on Page 162 of Agenda Notes  2. Review Meeting No. 7 (February 16, 2005) of the CED by Hon. Director General, YASHADA, <i>vide</i> minute No. 01.
Circulated for information to:	All faculty and staff of YASHADA
Effective Date:	February 16, 2005

### 1. Introduction to the Centre for Environment and Development

YASHADA has positioned environment and development as a strategic training and research intervention at the Academy. The Centre for Environment and Development, aptly named PARIVESH, meaning holism, was established within the campus on 29 June 1996. During the previous nine years, the Centre has been facilitating training, research and administrative interventions at the district, municipal and state level within the Government of Maharashtra.

The training and applications programmes have focused on environmental concerns with perspectives on planning in rural, urban and infrastructure sectors for officials, non-officials, university academics and non-government organizations

Interventions and collaboration are meant to encourage and support the State Government's departments to develop programmes for environmental protection and nature conservation, while ensuring sustainable economic development.

### 2. Objectives

The objectives of the Centre affirm the need for the State and National governments to enable training processes on environment management and development administration. 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 CED Cell for GIS and Environmental Planning would strive through a series of integrated initiatives, the following:

- a. To develop training programmes and evolve modules on GIS, environmental and development planning, sustainable development, sustainable livelihood, pollution management, environmental protection, nature conservation and development administration, with emphasis on 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 organizations and university academics on issues concerning environment and development.
- c. To develop research facilities, policy advocacy, provide fellowships and resident scholarships to cadre officers and non-governmental organizations on issues concerning environment and development.
- d. To provide a forum for interaction for organizations and individuals including stakeholders to discuss and develop action plans for implementation of recommendations on environment and development.
- 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 environment and development administration and to ensure monitoring and evaluation.
- f. To organize workshops and seminars to focus on specific environment and development aspects, 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.

### 3. Plan of Action

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

#### a. Sectoral and Departmental TNA

The CED Cell for GIS and Environmental Planning would undertake Training Need Analyses for various departments of the Government of Maharashtra along with the Maharashtra State Pollution Control Board (MPCB), local self-governments and 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 Cell.

#### b. Training Programmes

The Cell will conduct about 20 training programmes, workshops & seminars in an academic year. The training programmes will be designed and conducted using the systematic methodology prescribed by the Planning Division, YASHADA.

#### 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 Cell. The Cell will also provide a platform to these bodies by organizing convergence and problem solving workshops.

#### d. Research, Consultancy 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 CED Cell for GIS and Environmental Planning would undertake research, consultancy and facilitation activities to address the issues as emerged through completed TNA documentation.

4. **Resource Requirements**

a. **Human Resources**

The Cell would require a dedicated team of professionals to handle its mission and mandate. Initially, the team for the Cell will be made available by redeploying within the Academy. For the moment, two qualified planners at a payscale equivalent to Research Assistant on contract basis of 11 months vide minutes No. 5 of the review meeting held on 16 February 2005 has been approved. They will be designated as Environmental Planners and will report to OIC, Centre for Environment and Development.

Further, a proposal will also need to be forwarded to the various departments and agencies for deputing two officers to the Cell. The officers will report to the OIC, Centre for Environment and Development.

b. **Infrastructure Resources**

To begin with, YASHADA would accommodate the proposed Cell within its available physical infrastructure in the premises of the Centre for Environment and Development. Detailed equipment needs will be finalized later.


c. **Financial Resources**

The Cell 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 Cell.

5. **Administration**

The CED Cell for GIS and Environmental Planning will function within the aegis of Centre for Environment and Development, YASHADA and under direct supervision of the OIC, Centre for Environment and Development. The Advisory Committee of the Centre for Environment and Development will initially function as the Advisory Committee for the Cell but a separate Advisory Committee for the CED Cell for GIS and Environmental Planning will be constituted in due course.

So ordered.

  
(Ratnakar Gaikwad, IAS)  
Director General  
YASHADA



### YASHADA POLICY CIRCULAR

Policy Circular Number:	PEE-PC /2005-6
Dated:	March 15, 2005
Empowered Authority:	Director General, YASHADA
Subject:	Establishment of CED Cell for Energy and Transport.
Reference	<ol style="list-style-type: none"> <li>1. Minute No. 93 vide Agenda Item No. BoG XXXII: 01 (30) and Annexure No. 15 – Point No. 32 (01): 30 and Table No. 3 on Page 162 of Agenda Notes</li> <li>2. Minute No. 5 vide Agenda Item No. EC XXXXVII: 01 (5)</li> <li>3. Review Meeting No. 7 (February 16, 2005) of the CED by Hon. Director General, YASHADA, vide minute No. 01.</li> </ol>
Circulated for information to:	All faculty and staff of YASHADA
Effective Date:	February 16, 2005

#### 1. Introduction to the Centre for Environment and Development

YASHADA has positioned environment and development as a strategic training and research intervention at the Academy. The Centre for Environment and Development, aptly named PARIVESH, meaning holism, was established within the campus on 29 June 1996. During the previous nine years, the Centre has been facilitating training, research and administrative interventions at the district, municipal and state level within the Government of Maharashtra.

The training and applications programmes have focused on environmental concerns with perspectives on planning in rural, urban and infrastructure sectors for officials, non-officials, university academics and non-government organizations

Interventions and collaboration are meant to encourage and support the State Government's departments to develop programmes for environmental protection and nature conservation, while ensuring sustainable economic development.

#### 2. Objectives

The objectives of the Centre affirm the need for the State and National governments to enable training processes on environment management and development administration. 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 CED Cell for Energy and Transport would strive through a series of integrated initiatives, the following:

- a. To develop training programmes and evolve modules on energy and transport management, sustainable development, sustainable livelihood, pollution management, environmental protection, nature conservation and development administration, with emphasis on rural and urban sector including Training Need Analysis (TNA) for various stakeholders within the sectors



- a. To train, on a continuous basis, successive groups of government officials, elected representatives, non-governmental organizations and university academics on issues concerning environment and development.
- b. To develop research facilities, policy advocacy, provide fellowships and resident scholarships to cadre officers and non-governmental organizations on issues concerning environment and development.
- c. To provide a forum for interaction for organizations and individuals including stakeholders to discuss and develop action plans for implementation of recommendations on environment and development.
- d. To develop at YASHADA, an electronic dig-in computer-based network and a geographic information database for government officials and non-officials, non-government agencies and universities, for information on environment and development administration and to ensure monitoring and evaluation.
- e. To organize workshops and seminars to focus on specific environment and development aspects, 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.

### 3. Plan of Action

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

#### a. Sectoral and Departmental TNA

The CED Cell for Energy and Transport would undertake Training Need Analyses for various departments of the Government of Maharashtra 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 Cell.

#### b. Training Programmes

The Cell will conduct about 20 training programmes, workshops & seminars in an academic year. The training programmes will be designed and conducted using the systematic methodology prescribed by the Planning Division, YASHADA.

#### 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 Cell. The Cell will also provide a platform to these bodies by organizing convergence and problem solving workshops.

#### d. Research, Consultancy 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 CED Cell for Energy and Transport would undertake research, consultancy and facilitation activities to address the issues as emerged through completed TNA documentation.

4. Resource Requirements

a. Human Resources

The Cell would require a dedicated team of professionals to handle its mission and mandate. Initially, the team for the Cell will be made available by redeploying within the Academy. Further, a proposal will also need to be forwarded to the BEST, MEDA, MSEB and /or other similar departments and agencies for deputing two officers to the Cell. The officers will report to the OIC, Centre for Environment and Development.

b. Infrastructure Resources

To begin with, YASHADA would accommodate the proposed Cell within its available physical infrastructure in the premises of the Centre for Environment and Development. Detailed equipment needs will be finalized later.


c. Financial Resources

The Cell 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 Cell.

5. Administration

The CED Cell for Energy and Transport will function within the aegis of Centre for Environment and Development, YASHADA and under direct supervision of the OIC, Centre for Environment and Development. The Advisory Committee of the Centre for Environment and Development will initially function as the Advisory Committee for the Cell but a separate Advisory Committee for the CED Cell for Energy and Transport will be constituted in due course.

So ordered.

  
(Ratnakar Gaikwad, IAS)  
Director General  
YASHADA

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION  
POLICY AND PLAN IMPLEMENTATION CELL**

**YASHADA POLICY CIRCULAR**

<b>Policy Circular No.</b>	PPI - PC / 2005 - 7
<b>Dated</b>	March 15, 2005
<b>Empowered Authority</b>	Director General, YASHADA
<b>Subject</b>	Regarding establishment of YASHADA Policy and Plan Implementation Cell - Amendment
<b>Reference</b>	All approved minutes of the Board of Governors, meeting held on 22.01.2004.
<b>Circulated for Information to :</b>	All OICs, YASHADA
<b>Effective from</b>	March 15, 2005

**Amendment**

**01. Determination of Agenda for Review Meetings of the Policy and Plan Implementation Cell by Director General:**

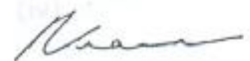
(a) The Agenda for Review Meetings of the Policy and Plan Implementation Cell by Director General would comprise the following points:

- (i) To review status of action taken on minutes of the previous meeting.
- (ii) 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.
- (iii) 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.
- (iv) To review status of implementation of decisions undertaken.
- (v) 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.
- (vi) To consider status of implementation of decisions undertaken in the Review Meetings of the Policy and Plan Implementation Cell.

(b) A Core Group is to be 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.

- (c) The members of the Core Group will include (#1) DDG Administration, (#2) Financial Advisor, (#3) Registrar, (#4) Accounts Officer and, (#5) Estate Manager. The Group will be chaired by DDG Administration and convened by OIC, Policy and Plan Implementation Cell. Smt. Shraddha Kulkarni will function as Meeting Secretary for the Core Group.
02. To review and discuss the terms of reference for the Policy and Plan Implementation Cell.
- (a) The following enhanced specific terms of reference for the Policy and Plan Implementation Cell are to be recorded. This is 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.
- (b) The following three specific terms of reference for the Policy and Plan Implementation Cell are being included :
- (i) 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.
- (ii) 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.
- (iii) To develop, issue, monitor and review status of Policy Circulars through the PPI on behalf of the Director General.
- (iv) To develop and maintain the Property Register for the Academy and thereby the ownership for maintaining the documents and specific details of the properties of the Academy under restricted access.

The above decisions are being brought to the notice of all concerned.



( Ratnakar Gaikwad )  
Director General

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION  
POLICY AND PLAN IMPLEMENTATION CELL**

**YASHADA POLICY CIRCULAR**

Policy Circular No.	PPI - PC / 2005 - 8
Dated	March 29, 2005
Empowered Authority	Director General, YASHADA
Subject	Composition and Staffing pattern of the YASHADA PLANNING DIVISION
Reference	Faculty Meeting held on 5 February 2005
Circulated for Information to :	All OICs, YASHADA
Effective from	March 29, 2005

**INTRODUCTION :**

01. The Policy Circular is being issued further to discussion during the Faculty Meeting held on 5 February 2005 regarding the need to ensure convergence within and for training, planning and administration within YASHADA.
- (a) The Training Division within the Academy will be henceforth known as the "YASHADA PLANNING DIVISION" and the Deputy Director General (Training) will officiate as the Officer-in-Charge (OIC) of the YASHADA PLANNING DIVISION.
- (b) DDG (Training) will henceforth be designated as DDG (Planning).
- (c) The YASHADA PLANNING DIVISION will include the following Centres /Cells /Units -
- Policy and Plan Implementation Cell
  - Course Cell
  - Training Monitoring Cell
  - ISO Facilitation Cell
  - MIS & C-MIS Facilitation Unit
- (d) ISO Facilitation Cell and MIS & C-MIS Facilitation Unit will also coordinate activities under the guidance and support of DDG (Administration).
- (e) OIC, CIT will also provide guidance for enabling software, hardware, Internet and Intranet support in collaboration with CIT.
- (f) The concerned members of faculty /officers /staff within these Centres /Cells /Units, except for the Course Cell, may also hold additional responsibilities / conduct training programmes and Workshops / coordinate research projects and KRAs from time to time or as part of their regular activities.
- (g) Training Manager, Course Cell and Stenographer /Clerk /Assistant, Course Cell should not hold any other responsibility other than the activities of the Course Cell.



**YASHADA - Policy and Plan Implementation Cell - Policy Circular -  
Composition and Staffing pattern of the YASHADA PLANNING DIVISION**

Page 2

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

**STAFFING PATTERN :**

02. The staffing pattern for the YASHADA PLANNING DIVISION will be as follows :

Name of Centre /Cell /Unit	Coordinator		Support Staff		Method of Appointment	Status
	Designation	Nos.	Designation	Nos.		
Office of DDG (Planning)	DDG (Planning) & Professor	1			Permanent	In Position
			Planning Manager	1	Permanent	In Position
Policy & Plan Implementation Cell	DDG (Planning) & OIC-PPI, ISO, Course Cell, TMC & MIS	1			Permanent	In Position
			Stenographer & Meeting Secretary	1	Permanent	In Position
			Master Plan Manager	1	Permanent	In Position
			General Attendant	1	Contract	In Position
Course Cell	Training Manager	1			Permanent	In Position
			Assistant to Training Mgr	1	Permanent /Contract	In Position
	TMIS Software Coordinator Research Officer	1			Permanent	Reallocation Required
			Office Assistant	1	Permanent /Contract	Required

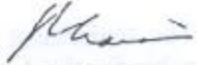
Name of Centre /Cell /Unit	Coordinator		Support Staff		Method of Appointment	Status
	Designation	Nos.	Designation	Nos.		
ISO Facilitation Cell	Management Representative & Assistant Professor	1			Deputation	In Position
			Assistant to MR	1	Permanent /Contract	In Position
Training Monitoring Cell	TMC Coordinator & Associate Professor	1			Deputation	In Position
			Research Assistant	1	Permanent /Contract	In Position
			Office Assistant	1	Permanent /Contract	Required
MIS Facilitation Unit	MIS & C-MIS Coordinator	1			Permanent	In Position with additional responsibility
			Assistant to MIS Coordinator	1	Permanent /Contract	Required

#### SEATING PATTERN & LOCATION :

03. In order to ensure efficient and effective coordination of the requirements for planning and administration of training programmes, workshops and seminars in the Academy, the PLANNING DIVISION will be located as follows :
- The North Wing on the Ground Floor of the Administrative Building will be recognized as the staff location of the YASHADA PLANNING DIVISION.
  - The seniormost member of faculty within the PLANNING DIVISION will occupy the cabin for the Associate Professor. If the concerned member of faculty is on deputation or leaves service with YASHADA, the cabin will be occupied by Training Manager.
  - DDG (Planning) will occupy the Cabin for the Professor /DDG in the concerned wing.
  - The Computer-Server for the INTRANET facilitation by the PLANNING DIVISION should be located within the concerned wing on the Ground Floor of the Administrative Building, to facilitate regular updating and maintenance.

04. The YASHADA PLANNING DIVISION will coordinate the following meetings /workshops on a regular basis:
- (a) Monthly Faculty Meetings - 9.30 a.m. to 11.00 a.m. on first Saturday of each month.
  - (b) Coordination meetings of PLANNING DIVISION - 11.00 a.m. to 1.00 p.m. each Wednesday
  - (c) DG's Monthly Review of Planning Division - 10.30 a.m. to 11.00 a.m. - 3<sup>rd</sup> Wednesday
  - (d) DG's Monthly Review of ATC - 11.00 a.m. to 12.00 noon - 3<sup>rd</sup> Wednesday
  - (e) Faculty and Staff Retreat - Half Yearly as per the ATC.
05. The budget and expenditure of the PLANNING DIVISION is pre-approved for various activities along with method of sanction and availment as listed here:
- (a) Meeting expenditures including refreshments etc as per number of attendees.
  - (b) Printing of ATC, interim training calendars, BoG + EC + LC Agenda Notes and Minutes and relevant documents, compilation of Minutes of Appropriate Meetings from time to time.
  - (c) Book-binding material including consumables for spiral binding and lamination.
  - (d) Travel expenses, as permissible for faculty and staff, for attending training programmes/ meetings /workshops /seminars upon nomination, confirmation and approval by DDG (Planning) 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) DDG (Planning), (2) Training Manager, (3) TMC Coordinator & (4) Meeting Secretary.

So ordered.

  
( Ratnakar Gaiwad )  
Director General