



27 (38)

**MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS**

IMMEDIATE

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 38 of 2001
E75/29/01 V17

9 November, 2001

From: Secretary for Public Service Affairs

To: Supervising Officers i/c Ministries/Departments

IMMEDIATE

Master's Degree in Human Resource Planning and Development
Institute of Applied Manpower and Research, New Delhi
(01 February 2002 – 31 January 2003)

The Institute of Applied Manpower and Research, New Delhi, is organising a Training Programme for a "Master's Degree in Human Resource Planning and Development" to be held from 01 February 2002 to 31 January 2003.

2. The course aims at providing opportunities to public administrators to develop a sensitive appreciation of the importance of the contextual settings of Human Resource Development especially as they relate to developing and transitional countries. The course details, the application form as well as a brochure thereon are attached.

3. The Indian Authorities have invited Mauritius to submit one nomination for the course. All costs of participation will be borne by them under the ITEC/SCAAP Programme for Year 2001-2002. The application form, duly filled in, should reach the Institute of Applied Manpower and Research by 20 November 2001, at latest.

4. In view of the above date limit, interested officers of the Personnel Cadre in Ministries/Departments are requested to submit their applications to this Ministry by 15 November, 2001.

5. Please note that the criteria for participation in this Master's Programme are:

- (1) a Bachelor's Degree from a recognised University/Institution
- (2) 5 years' related experience
- (3) Proficiency in English Language

/(4).....

NOMINATION FOR OFFICERS TRAINING
SECRET FORM

II - PARTICULARS OF CANDIDATE

Ministry/Agency submitting nomination
 Name of candidate: Surname (Mr/Mrs/Miss)
 Other names
 Date of birth
 Age
 Designation
 Qualifications

III - COURSE DETAILS

Type of training: Course Seminar Workshop Symposium Conference Study Tour Visit Other
 (Tick appropriate box) (to be specified)
 Course title
 Duration weeks
 Dates: From To
 Organising/Training Institution
 Country
 Financing Institution/Organisation

IV - OTHER TRAINING FOR WHICH THE CANDIDATE HAS BEEN NOMINATED

Type of training: Course Seminar Workshop Symposium Conference Study Tour Visit Other
 (Tick appropriate box) (to be specified)
 Course title
 Duration weeks
 Dates: From To
 Organising/Training Institution
 Country
 Financing Institution/Organisation
 Status of nomination: Materialised Under consideration Rejected Withdrawn (Tick appropriate box)

V - DETAILS OF PREVIOUS TRAINING FOLLOWED ABROAD BY OFFICER OVER THE LAST THREE YEARS

Type of training	Course title	Country	Financing Institution	Duration (weeks)	Date	
					From	To
.....
.....
.....

certify that the information provided above is accurate

..... Date Tel No.
 Candidate's Signature

.....
 Certified correct by reporting officer Name

.....
 Designation

.....
 Signature of reporting officer Date Tel No.
 (ix Ministry's seal)

Any inaccuracy will delay processing of the nomination

.....

ITEC/SCA AB TRAINING FORM

**Government of India
Ministry of External Affairs
(TC Division)**



Name of the Institute : _____
Name of the Course : _____
Duration of the Course : _____

PART-I

(To be completed by the nominee)

1. **Personal Particulars**
 - a. **First Name** : _____
 - b. **Middle Name** : _____
 - c. **Last Name/Surname** : _____
 - d. **Nationality** : _____
 - e. **Date of birth** : _____
 - f. **Sex** : Male/Female
 - g. **Marital status** : _____
 - h. **Residential Address** : _____

- Tel. No. _____

(i) Name, Address and Tel. No. of person to be notified in case of emergency :

Tel. No. _____

2. Educational/Professional Qualification(s) :

Particulars of Degree/ Diploma/Certificate	Year	Name of Educational Institution	Grade/Division

3. Details of Employment

Name of Position	Year/ Period	Name of Organization

4. Are you an employee of government/quasi-government/private company or are you self-employed? _____

5. Name, Address and Telephone Number of your present employer

Name	Address
	Tel. No.

6. Details of courses attended, if any, outside your country to upgrade your Technical/Professional skills :

Name of the country	Name of the course and its duration	Year

7. State briefly, in about 100 words, the reasons, both personal and professional for your interest in receiving the training :

DECLARATION

I _____
(FULL NAME IN BLOCK LETTERS)
of _____
(COUNTRY) hereby declare

that the statement made by me in PART - I of this form is true, complete and correct to the best of my knowledge and belief.

(SIGNATURE OF THE NOMINEE)

UNDERTAKING

If accepted for training, I, hereby undertake:

- (a) to carry out such instructions and abide with such conditions as may be stipulated by both the nominating and the host Government in respect of the training;
- (b) to follow the course of study or training and abide with the rules of the institution or establishment in which I will be trained;
- (c) to submit the progress report which may be prescribed;
- (d) to refrain from engaging in political activities, or from any form of employment for profit or gain;
- (e) to return to my home country at the end of my course of study or training.

I also fully understand that if I am accepted for training it may be subsequently withdrawn if I fail to make adequate progress or for any other cause as determined by the host Government.

Place :

Date :

(SIGNATURE OF THE NOMINEE)

PART - II

**To be completed by the official authorized by the
Nominating Government**

I, on behalf of the Government of _____
Certify that :

- (a) I have examined the educational, professional and other certificates stated by the nominee in Part - I of this form and I am satisfied that they are authentic and relate to the nominee.
- (b) I have examined the medical certificates and X-ray reports produced by the nominee which state that he is medically fit and free from any infectious disease such as AIDS and yellow fever and that having regard to his physical and mental history there is no reason to presume that the nominee is other than medically fit to undertake the journey to India and to remain under training in that country.
- (c) The nominee has sufficient knowledge of spoken and written English to enable him to follow the course of training for which he is being nominated.
- (d) The nominee has not availed of ITEC/SCAAP training facilities in India in the past.

I, nominate Mr./Mrs./Miss _____

on behalf of the Government of _____

Place :

Signature _____

Date :

Name _____

Designation _____

Department/
Organization _____

SEAL

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BRIEF PARTICULARS OF ITEC/SCAAP NOMINEE

(To be filled in by the Officer responsible for the ITEC/SCAAP work in the High Commission/Embassy of India)

1. Full Name :
2. Nationality :
3. Name of Employer and Parent Department :
4. Designation :
5. Name and Place of Training: Institute in India :
6. Name of Training Course :
7. Duration :

I, hereby recommend the candidate for training in India under the ITEC/SCAAP Programme.

PLACE :

SIGNATURE

DATE :

NAME

DESIGNATION

SEAL

(TO BE RECOMMENDED
ONLY BY HOM OR CDA)

N.B.

While recommending and forwarding the nomination form the Indian Mission should ensure that :

- (i) the nominee has not availed of training facilities under ITEC/SCAAP Programme in the past.
- (ii) application forms, duly complete in all respects are forwarded, in duplicate.
- (iii) the forms reach the TC Division, Ministry of External Affairs at least two months before the commencement of the course.

KINDLY NOTE THAT INCOMPLETE/INCORRECTLY FILLED APPLICATION FORMS ARE LIABLE TO BE REJECTED.

FORM MTS/1 (replaces Form FT/1)

THE COMMONWEALTH SECRETARIAT
MANAGEMENT & TRAINING SERVICES DIVISION (MTSD)

NOMINATION

by the Government of _____
for a training course/study visit/training attachment/workshop* (delete as applicable)
for _____ (name) in _____
(subject field) due to start _____ (date if known) in _____ (country).

This form (MTS/1) should be completed for each nominee with a passport sized photo of the nominee.

Part I is to be completed by the nominee.

Part II is to be completed by the nominating departmental head.

The form should then be endorsed below by an officer in the Government Ministry or Department designated as the Point of Contact (PoC) for the Management & Training Services Division of the Commonwealth Secretariat, and posted or faxed to :

The Director
Management & Training Services Division
The Commonwealth Secretariat
Marlborough House
Pall Mall
London SW1Y 5PEX
United Kingdom Telefax : London (071) 9300827

All correspondence with MTSD about this application will be through the PoC.

For Completion by the Government Designated Point of Contact :

I certify that this nomination has the endorsement of the Government and that to the best of my knowledge the details given in the application form are correct. (If you are nominating more than one person for this programme please indicate an order of priority)

Signed :

Name :

Position :

Department/Ministry

Date :

Stamp of Department

Annexure - III

INSTITUTE OF APPLIED MANPOWER RESEARCH
INDRAPRASTHA ESTATE, MAHATMA GANDHI MARG
NEW DELHI - 110002
INDIA

APPLICATION FORM FOR ADMISSION TO ACADEMIC COURSES
BY

HUMAN RESOURCE PLANNING AND DEVELOPMENT
(Last Date for Submission is 31st October, 2001)

Course Applied* _____
(Diploma/Master's Degree/Ph.D.)

1. Name of Candidate: _____
(in Block Letters) (Surname) (First) (Second)

2. Date of Birth: _____
(DDMMYY)

3. Sex (M/F) _____

4. Age : _____ Yrs _____ Months

5. Nationality :

6. Mailing Addresses

Official Address _____

Telephone No. _____ Telex _____ Fax _____

E-mail _____ Website _____

Residential Address _____

Telephone No. _____

7. Passport Details :

Nationality _____ Number _____

Date/Place issued : _____ Type _____ Pages _____

Passport Size
Photograph

8. Name & address of person to be contacted in an emergency (including telephone number)

Relationship of this person to the applicant :

9. Give details of any disability, or any medical condition which may require treatment during the course, or any dietary restrictions.

10. Please make an assessment of your ability in English (Circle as appropriate)

Reading : Excellent/Good/Average/Poor
 Writing : Excellent/Good/Average/Poor
 Speaking : Excellent/Good/Average/Poor

11. Education Record :

If Possible attach copies (NOT the original) of your academic transcripts, etc. Include any Professional attachments, short courses or workshops which you have attended. Indicate any courses currently being taken, expected date of completion, and the qualification to be obtained.

Institution	Location	Dates Attended		Qualifications Obtained & Subjects Studied
		From	To	

12. Please give details of any other Professional qualifications not mentioned above :

13. Name(s) of the Training Course(s) last attended

14. Employment Record : (Please start from the current and previous two posts)

Job Title	Employer	Duration		Duties
		From	To	

15. State how this course relates to your current/future roles and responsibilities?(Attach separate sheets if necessary)

16. Undertaking

I (name in Capitals) _____ of (Country) _____ certify that the statements made by me in this form are true, complete, and correct to the best of my knowledge and belief.

I also fully understand that if I am granted an award it may subsequently be withdrawn if I fail to make adequate progress, or for other sufficient cause determined by IAMR, my own or the host government. I undertake to return to my country after completion of the Course.

Except as mentioned in 9 above, I confirm that I am in good health.

Signature of Nominor

Date :

Place:

**MASTER'S DEGREE
IN
HUMAN RESOURCE PLANNING
AND
DEVELOPMENT**

(February 1, 2002 - January 31, 2003)
(Affiliated to GGS Indraprastha University, Delhi, INDIA)



AN INVITATION

On behalf of the Institute of Applied Manpower Research (IAMR) we are pleased to introduce you to a course in Human Resource Planning and Development for the award of Master's Degree. This course is affiliated to the prestigious GGS Indraprastha University of India.

The Course is highly multi-disciplinary with orientation towards user's need. IAMR has extensive experience in the field of Human Resource Planning and Development spanning over nearly four decades. The Course aims to assist the professionals of the developing countries to broaden their perspective in the field of Human Resource Planning and Development.

This invitation is for the third Course on the subject to be organised by IAMR. The second course is being successfully conducted at the Institute at present. The first two courses had participants from Bangladesh, Kenya, Mauritius, Sri Lanka, St. Lucia, Ethiopia, Kazakhstan, Kyrgyzstan, Lesotho, Mongolia, Namibia, Nepal, Phillipines, Sudan, Swaziland & Tonga. The participants are middle and senior level professionals from Government departments and private sectors of their respective countries.

The Course is considered important in addressing the objectives of human resource planning and development. The participants attending the Course not only express their satisfaction with the conduct of the Course, but also term it as "the most beneficial Course and worth the sacrifice of leaving one's country and family behind."

During the Course, participants have the opportunity not only to improve their capacity to look at issues related to human resources at national and international levels but also to interact with a diverse and expert group willing to share experiences and assisting learning from each other. We invite you to apply to what we trust will be a worthwhile investment of your time and effort towards your professional career growth.

Mrs. Harsh Sharma
Head (Post Graduate Courses)

Dr. H. Ramachandran
Director

ABOUT THE INSTITUTE

The Institute of Applied Manpower Research (IAMR), a premiere institution in the field of Manpower Planning, was set up by the Government of India as an autonomous organisation in 1962 to evolve an institutional framework capable of sustaining and steering a systematic manpower planning process in the country.

The Institute is governed by a General Council having representatives, amongst others, from the Central Ministries and State Governments. Deputy Chairman of Planning Commission, Government of India is the ex-officio President of the General Council of IAMR.

Affairs of the Institute are managed by an Executive Council which functions under the control and direction of the General Council. The Chairman and members (excepting the ex-officio members) of the Executive Council are nominated by the President. Member, Planning Commission, Government of India is the Chairman of the Executive Council. The Institute is headed by a Director who occupies the position in the rank of Additional Secretary in the Government of India.

IAMR is not only a research, training, and consultancy organization but it also undertakes academic/educational activities, among others, through a powerful network of distinguished academicians drawn from a variety of fields, experienced resource persons from different sectors of endeavour, and eminent members of the Executive and General Councils. These resources lend us wisdom and guide our activities.

Being a dynamic organization with ability to respond to changes and having wide experience in Research, Training and Consultancy, the Institute continues to reorient its working to meet national and international priorities in human resource planning and development. At the request of international agencies and overseas governments and organisations, IAMR contributes towards institution building programmes and academic courses in Human Resource Planning and Development.

The Institute made a major stride in internationalisation of its educational activity with the commencement of IAMR-Commonwealth Post Graduate Diploma Course of 9 months duration in Human Resource Planning and Development in January 1997. Since then four batches covering 53 senior and middle level officers from 17 Commonwealth countries were awarded Post Graduate Diploma. They represented Bangladesh, Gambia, Ghana, Haiti, Kenya, Maldives, Mauritius, Sri Lanka, Swaziland, Tanzania, Tonga, Uganda, Vietnam, Western Samoa, Zambia, Zimbabwe and India.

University located at Delhi, India) in the year 2000. First batch consisted of 14 officers from 11 countries. At present both Diploma and Master's Degree courses are running concurrently and are being attended by 24 participants from 18 countries.

The Institute also proposes to provide facility for research in Human Resource Planning and Development through its Ph.D. programme, in affiliation with the GGS Indraprastha University, Delhi, India. Modalities concerning residence requirement and fee structure for international participants is being worked out with the university.

COURSES OFFERED

IAMR offers the following courses

- **DIPLOMA**

A nine month Course in Human Resource Planning and Development.
(February 1 – October 31, 2002)

- **MASTER'S DEGREE**

One year Master's Degree in Human Resource Planning and Development (in affiliation with GGS Indraprastha University, Delhi, India).
(February 1, 2002 – January 31, 2003)

- **Ph.D. PROGRAMME**

Proposed to start from the academic year 2002-3 for International Participants. The programme has already started for Indian Nationals from academic year 2001.

This Brochure relates to the Master's Degree in Human Resource Planning and Development.

THE MASTER'S DEGREE COURSE

Recent years have seen a surge in the awareness, interest and expectations in respect of human resource development and its planning, both as a means to attain a higher growth and productivity and as an objective in itself to attain welfare and self esteem. Human Resource Development (HRD) broadly relates to enhancement of human capital and its utilization, although it encompasses several ingredients and processes, ranging from population control, literacy and education programmes, to skills and employment planning.

The increased attention to Human Resource Planning and Development stems from the rationale of planning and investing in the above ingredients and processes which, in turn, are linked to the economic and social development objectives of a country. This makes the task of a manpower planner the most important and equally difficult. There are no laid down rules or formal procedure for a planner to follow, there is no institutionalized training system for the same neither is there any educational institution which provides a degree level course in planning. This is true for planning in general and also for Human Resource Planning.

As Planning is inevitably bound with projections and forecasting, it requires sound knowledge of these techniques in the areas of economic, educational and social development. This calls for a course which integrates human resource planning with overall development. The Masters Courses designed by IAMR in the field of Human Resource Planning and Development try to fill the lacunae felt by developing countries.

This Master's Degree Courses, unlike any other academic activity, is designed as in-service learning programme where the task of IAMR is not only to transmit knowledge but also to ensure its transfer and application at work. Training needs flow from the interpretation of the environment in which officials have to operate within their job capacity. Here participants not only acquire functional expertise but holistic perspective, problem solving skills and adding value to self as well as to the organisation. To participants, it enhances their personal worth, enables them to review their mindset, and facilitates them to acquire competencies so necessary for them to succeed in the world where know-how is changing so fast. To a Government, the Courses would enable to systematise its human resource development efforts by providing relevant learning opportunities which update, re-educate and inculcate a spirit of innovation among the employees.

This course is based on the assumption that in-service education is the best means of making education relevant to the needs of the participants from different countries as they look at the process of change and how the change affects the employees in the organization. We believe that the participant who completes the Course is not merely a Master's Degree holder but a product of a comprehensive educational process. This is the

Term Papers

Each participant, in addition to the other activities, are required to prepare one term paper (of about 10 - 15 pages) on a selected topic for each module in each semester. After completion of this term paper, each participant gives a seminar to his fellow participants in the presence of module coordinator and resource person. The topic for the term paper may be selected out of the syllabus prescribed for that particular module during the semester.

(1) National Institute for Rural Development, Hyderabad

Case Studies

During the conduct of the course, participants are encouraged to take up case studies for discussion. The design adopted for the Course incorporates features available in the advanced and developed academic institutions and it has led to the optimum learning process during the period of the Course. The special feature of the Course's is that it provide an opportunity for, studying live problems in government organisations and industry.

Project Work/Dissertation

Participants are required to prepare a project report/dissertation on a topic chosen within the framework of the Course and under the guidance of a faculty member (called supervisor) and a committee constituted for the purpose. The Project report is a mix of qualitative and quantitative approaches. The project report is a document which reflects application orientation of the learning by the participants during the course at the Institute. The reports are evaluated by a committee of experts and it carries double weightage compared to any other module. Subsequently, these documents are edited and published by the Institute for a wider circulation among academia and country Governments.

Field Visits/Study Tours

Field visits to various academic, professional and administrative organisations in India are arranged. Such visits allow the participants to have first hand information and experience in fields related to HRD techniques and practices, civil service personnel policies and programmes. Some of the places in India where field visits were conducted for previous courses include :

- (1) U.P.Academy of Administration, Nainital
- (2) HCM Rajasthan Institute of Public Administration, Jaipur, Rajasthan
- (3) Himachal Pradesh University, Shimla

- (5) Manu Udyog Limited, Gurgaon.
- (6) Indira Gandhi National Open University, Delhi
- (7) Faculty of Management Studies, Delhi University
- (8) Office of ILO at Delhi.

Such an activity prompts the participants to dwell deeply on the topic & besides, in turn, it also benefits other participants through discussion of their views on the topic.

Special Lectures

Keeping in view the need of the participants for additional know

ledge and better sound educational theory, it aims to build up understanding on a framework of experience, to encourage learning by doing and to promote interest and enthusiasm by requiring the students to solve problems in realistic situations.

METHODOLOGY

The medium of instruction will be English. The methodology adopted for the Course will be an appropriate blend of the following : (i) Lecture Method, (ii) Discussion and Seminar Method, (iii) Case Studies, (iv) Special Lectures delivered by experts from various fields, (v) Workshops (vi) Field Visits and Study tours.

EVALUATION

The Institute follows international practice of continuous evaluation whereby the assessment is not restricted to performance in examinations and project work alone but also includes other academic activities like Group Discussion, Term papers, Tutorials/ Exercises etc.

Different weightage is given to these activities so as to foster interactive learning. Participants are accorded Grades for each module after "Normalisation" of marks. Overall performance in each Semester and the course as a whole is made by Point Assessment method.

The course is intended primarily for those who have had practical experience of public policy in the government or corporate policy in parastatal or private sector organisations, be it in the formulation and implementation of policy or in training and analysis. Their background will often, though not exclusively lie in the social sciences. The institute also draws people from agriculture, industry, banking, management, education, healthcare and other areas.

Library

- The IAMR Library has an impressive collection of over twenty thousand separately catalogued books, and in addition it subscribes to some two hundred national and international journals to fulfill the needs of IAMR study programmes and activities.
- In addition, the Institute houses a Reference Library to cater to individual needs of diploma course participants with latest publications of ILO, World Bank, UNDP, etc.

Teaching Aids

Teaching resources available include fully-equipped micro computer centres and audio-visual aids, overhead/slide projectors and photo-copiers.

Computer Centre

A separate computer room having five computers (PENTIUM-MMX) with latest software facilities is available for use by the participants.

IAMR provides separate Administrative and Secretarial services to the participants of the course.

b. Attendance

No participant shall be considered to have pursued the course of study unless he/she is certified by the IAMR to have attended three-fourth of the total number of lectures, tutorials during each semester.

c. Accommodation

The Institute will arrange basic lodging (generally single room accommodation) facility for the participants at its new campus at Narela, Delhi or similar accommodation at some good place. The arrangements made by us provide modest accommodation at a subsidised rate.

d. Medical Assistance

Routine medical assistance is available to the participants both at their place of stay and work. Any treatment is arranged at the nearest hospital/clinic and specialist services are available in case of emergency. Costs for medical care have to be borne by the participants/their country governments as per their rules. They are advised to obtain medical insurance from insurance companies in India on payment of premium on their own. For this purpose the Institute would be happy to put them in contact with the Insurance Company. The participants are also advised to complete all the formalities relating to travel and health before leaving their respective countries.

e. Transport

The Institute will facilitate arrangement for transport for the participants concerning field visits to various organisations in Delhi.

Transport for any other purpose will have to be arranged by the participants themselves.

f. Weather of Delhi

The weather of Delhi is cold in the months of January and February with maximum temperature around 17° Celsius and minimum temperature around 6° Celsius. In the peak summer months of May and June the mercury rises upto 45° Celsius in the open. July brings the onset of monsoon which lowers the temperature. The winter season starts in

C. FINANCIAL ARRANGEMENTS

a. Fee	Master's Degree (US\$)
i) Institutional Fee	7,900
ii) Living Expenses	8,600
Total	15,900

The Institutional fee for the twelve months Master's excludes Airfare and is payable in full in advance. The living expenses for modest standard of living cover expenses on accommodation, food, pocket expenses and purchase of recommended books. Receipts shall have to be submitted for claiming reimbursement of cost of books.

The living expenses can also be paid to the participants directly as per the norms of their Government/funding agencies. However Institute would disburse the amounts to the participants regularly in case payment is made to the Institute in advance in full. The Institute makes arrangement for the participant's stay. In that event the accommodation charges should be paid to IAMR in advance in full. If the participants wish to stay elsewhere they may do so at their own responsibility.

b. Financial Assistance

The expenses on participation are expected to be met by the national government funding agencies of the candidates. Financial assistance can be sought from Commonwealth Fund for Technical Cooperation, London UN agencies and other international organisations. Government of India also awards limited fellowships under its ITEC/TCS programmes. Details of Indian fellowships may be obtained from the nearest Indian High Commission/Embassies.

(i) CFTC Award

Applicants from Commonwealth Countries can apply for financial assistance to the Commonwealth Fund for Technical Cooperation. A limited number of CFTC awards may be available for meeting the course fee. However, as per CFTC stipulations, candidates must make a commitment of meeting their own to and fro travel costs. They must be nominated through the MTSD Points of Contact (POC) in their own country and must complete the MTS/I nomination form (enclosed at Annexure II). MTS/I forms must be sent to the Director MTSD and a copy of the same to Head (PGC), IAMR. Alternatively the prospective participants can also approach other funding agencies like UNDP, ILO, WHO etc. for financial assistance.

The Director
The Management and Training Services Division (MTSD)
Commonwealth Secretariat
Marlborough House, Pall Mall,
London SW1Y 5HX
U.K.

(Attention Mr. M. Jasimuddin, Chief Programme Officer)

Telephone : 44-(0)20-7747 6343
Telex : 27678 COMSECC
Fax : 44-(0)20-7747 6335
Telegram : COMSECCGEN
E-mail : m.jasimuddin@commonwealth.int

Mrs. Harsh Sharma,
Head (POC),
Institute of Applied Manpower Research,
I.P.Estate, Mahatma Gandhi Marg,
(Opposite Indira Gandhi Indoor Stadium),
New Delhi 110002
INDIA

☎ : 91-11-3318074 (Direct - Office)
91-11-3328291 (Phone - Fax)
91-11-3317849-52 (EPABX) Ext. 300 & 302
91-11-6516740 (Residence)
Fax : 91-11-3319909
Telegram : MANPOWER
E-mail : iamr@del2.vsnl.net.in
Website : <http://education.vsnl.com/iamr/>

(ii) Government of India Award

The participants who wish to join the Course under the Indian Technical and Economic Cooperation (ITEC), Special Commonwealth African Assistance Plan (SCAAP) and Technical Cooperation Scheme (TCS) of Colombo Plan should apply in the admission forms (enclosed in Annexure III). These forms are also available with the High Commission/Embassies of India located in your countries. The participants should be nominated by their respective Governments. The completed applications in the prescribed form must be forwarded by the nominating Governments through the High Commission/Embassies of India located in various countries on or before OCTOBER 31, 2001. A copy of the filled in application form should also be sent to Head (POC), IAMR.

Annexure - I

STRUCTURE OF MASTER'S DEGREE COURSE
(FOR THE ONGOING COURSE)
(1 February, 2001 - 31 January, 2002)

SEMESTER - I (February 1 - April 30, 2001)

001. Foundation Course

- I. Introduction
- II. Human Resource Planning: Basics
- III. Applications of Statistical Techniques
- IV. Economics
- V. Computer Training

101. Human Resource Planning

- I. Human Resource Planning: Concepts and Issues
- II. Human Resource Planning: The Integrated Approach
- III. Utilization of Human Resource
- IV. Manpower Requirements: Surpluses and Shortages

102. Human Resource Information System

- I. Nature and Characteristics of Data Requirement and Availability: An International Comparison
- II. Methods of Collection of Statistics with Special Emphasis on India.
- III. Data Deficiency and Institutional Framework for Data Collection, Analysis and Dissemination

103. Human Resource Development

- I. Basics of HRD
- II. HRD at Micro-Level
 - a. Organisational Approach to HRD
 - b. Organisational Behaviour

104. Employment Policies and Programming

- I. Micro Economics
- II. Macro Economics
- III. Economic Growth and Development
- IV. Economic Policy and Planning

105. Educational Planning

- I. Introduction to Educational Planning
- II. Role of Education and Training in Human Resource Development
- III. Diagnostic Analysis
- IV. Techniques of Human Capital Formation

FORM MTS/I Part I (replaces Form FT.1)
THE COMMONWEALTH SECRETARIAT
MANAGEMENT TRAINING SERVICES DIVISION (MTSD)

Annexure - II

PERSONAL DETAILS to be completed by the nominee

Please use **BLOCK CAPITALS** or typewriter "Circle" as appropriate

1. Surname or family name : _____
2. Forenames or personal names : _____
3. Title : Mr/Mrs/Miss/Ms/Ds/Others* _____
4. Male/Female* _____
5. Date of Birth, Place of Birth : _____
6. Nationality (if different from passport) : _____
7. Home Address : _____

 Phone : _____ Fax : _____ Telex : _____
8. Work Address : _____

 Phone : _____ Fax : _____ Telex : _____
9. Passport Details :
 Nationality : _____ Number : _____
 Date/Place issued : _____ Type : _____ Expires : _____
10. Name & address of person to be contacted in an emergency (including telephone number)

 Relationship of this person to you : _____
11. Have you ever travelled abroad before : _____
 if YES, give details : _____

Passport Size
Photograph

12. Give details of any disability, or any medical condition which may require treatment during your training, or any dietary restrictions.

13. Please make an assessment of your ability in English (Circle as appropriate)

Reading : Excellent/Good/Average/Poor
 Writing : Excellent/Good/Average/Poor
 Speaking : Excellent/Good/Average/Poor

14. Education Record :

If Possible attach copies (NOT the original) of your academic transcripts, etc. Include any Professional attachments, short courses or workshops which you have attended. Indicate any courses currently being taken, expected date of completion, and the qualification to be obtained.

Institution	Location	Dates Attended		Qualifications Obtained & Subjects Studied
		From	To	

15. Please give details of any other Professional qualifications not mentioned above :

16. Employment Record :

(Please list current occupation first and then your 2 previous posts)

Current Employer (and nature of business) :

INSTITUTE OF APPLIED

HUMAN RESOURCE PLANNING

(2002)

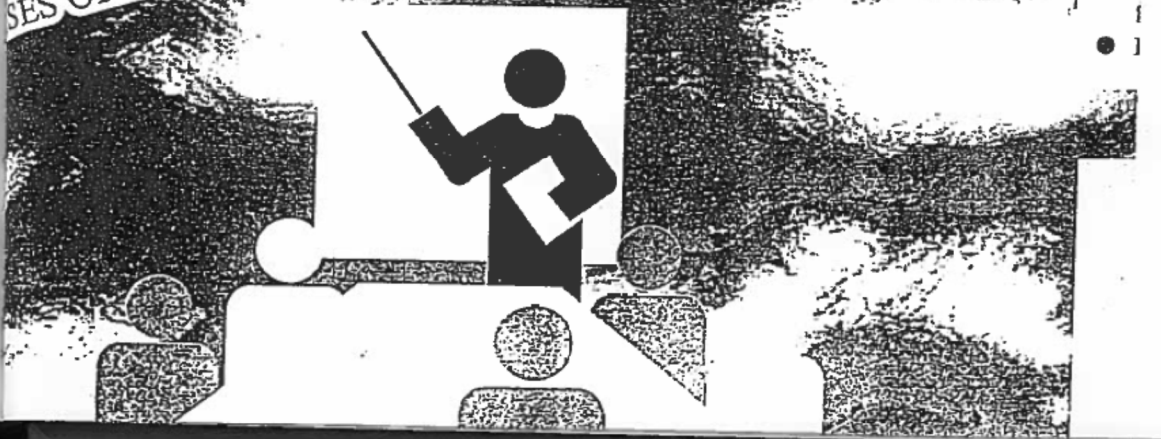
THE INSTITUTE

Established in 1962, the Institute is an autonomous organization under the auspices of the Planning Commission, Government of India. IAMR is a nodal agency of the Government of India for policy and strategy research into manpower planning, forecasting, utilisation and development. It also provides wide ranging training on these issues to Government officials and representatives of public and private sector organisations. Its charter requires the Institute to research and training in manpower planning at international level. Accordingly, the Institute provides substantial amount of training to participants from various developing countries and is also founder member of the ILO-ARTEP Human Resource Development Network. The Institute has over 70 faculty and over 120 supporting professional and technical staff.

Designed to impart applied knowledge in Manpower Planning and Development to help participants improve their productivity and effectiveness.

- (A) *Diploma in Human Resource Planning*
(February 1, 2002 - June 30, 2002)
Eligibility: Senior Secondary
Duration: Three years
- (B) *Master's Degree in Human Resource Planning*
(February 1, 2002 - June 30, 2002)
Eligibility: Bachelor's degree from a recognised university
Duration: Five years

COURSES OPEN TO ALL COUNTRIES



APPLIED MANPOWER RESEARCH

Offer MASTER'S DEGREE IN PLANNING AND DEVELOPMENT (2002 - 2003)

THE COURSES

It application - oriented education in Human Resource development to planners and practitioners in order to enhance and effectiveness. The Institute offers following courses:

Human Resource Planning and Development
2002 - October 31, 2002)

Senior Secondary/ 'A' Level

Three years experience in related field

Free in Human Resource Planning and Development
2002 - January 31, 2003)

: Bachelor's Degree from a recognised university/institution

: Five years experience in related field

COSTS

	DIPLOMA	MASTER'S DEGREE
Institutional fee (U.S. \$)	6500	7900
Living Expenses (U.S. \$)	6000	8000

- Cost of international travel and related requirements are **NOT** included in costs indicated above.
- All costs on participants are expected to be met by the respective governments/sponsoring organisations. Financial assistance can be sought for this purpose from the *Commonwealth Fund for Technical Cooperation*, U.N. Agencies and other international funding organisations. Government of India also awards limited fellowships under its *IJEC/TCS* programmes.

ADMISSION

- Last Date of receipt of applications is 31 October, 2001.
- Admission is open to candidates from all countries. Preference is given to *female candidates*.
- Proficiency in written and spoken English is essential

APPLICATION MATERIAL

For prospectus, application form and other details, contact :

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