



ISTM NEWS

Newsletter of Institute of Secretariat Training and Management

October - December 2024



From the Desk of Director, ISTM

I am delighted to present the latest edition of the ISTM Quarterly Newsletter for October to December 2024, showcasing our significant activities and achievements.

This quarter, the Secretary(P) visited ISTM for inauguration of Orientation Course for Directors & Deputy Secretary and launch of new Library Publications (ISTM Journal and ISTM Monthly Digest). In this issue an article about the launch of a new concept in training i.e. “ Panch Prakaran” (5x5x5 Model) of learning in various courses in ISTM is also being published. It clearly reflects ISTM’s attitude of innovation and development. A vibrant Cultural Programme by CSSS Stenos (DR), and an enriching Study Tour were the key highlights of their Foundation Training Programme.

Other noteworthy events included a Sports Day, Blood Donation Camp, National Library Week. Each activity reflects ISTM’s dedication to fostering skill development and holistic growth.

I thank all contributors for their efforts and encourage readers to share their suggestions to enhance future editions.

NEWSLETTER HIGHLIGHTS



Story inside - Felicitation of Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to Govt. of India by Hon’ble MoS(PP) Dr. Jitender Singh at Karmayogi Saptah Valedictory Ceremony

From the Director

ENKINDLE

TRAILBLAZE

YEARNING



ENKINDLE

We are delighted to present the October to December 2024 issue of ISTM News. The newsletter is structured into four sections for ease of reading:

- **From the DIRECTOR:** Editorial note.
- **ENKINDLE:** An overview of ISTM's activities.
- **TRAILBLAZE:** Highlights of major events.
- **YEARNING:** A platform for creative ideas from ISTM faculty, staff, and trainees.

This quarter saw a variety of impactful initiatives, including the Panch Prakaran - an unique initiative of ISTM, Orientation Course for Directors & Deputy Secretaries and Maiden Course for Library and Information Science Professionals. Training highlights included an immersive Bharat Darshan, Cultural event, Sports Meet etc. A total of 172 courses with 6,727 participants were conducted by ISTM.

Additionally, events such as the National Library Week and Hindi Pakhwada Prize Distribution Ceremony marked the Institute's continued focus on holistic development.

We invite you to explore more about ISTM's initiatives and programmes on our website, www.istm.gov.in. As always, we welcome your suggestions to enhance future editions of ISTM News.

Editorial Board

Smt. Namita Malik
Shri Puneet K Sharma
Shri Rajesh Singh
Ms. Anjali Rana
Mrs. Rizwana Bano
Shri Pawan Kr. Shrivastav

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- Deputy Director, Member
- Deputy Director, Member
- Assistant Director, Member
- Assistant Director, Member
- Assistant Library & Information Officer, Member Secretary



Felicitation of Shri Rajiv Manjhi, Joint Secretary to the Government of India and Director, ISTM, at Karmayogi Saptah Valedictory Ceremony on 14th Nov, 2024



In a moment of pride and recognition, Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to the Government of India, Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoPT) was felicitated by Hon'ble Minister of State (PP), Dr. Jitendra Singh, at the Valedictory Ceremony of the Karmayogi Saptah (19th to 27th October, 2024). The event, organized by the Karmayogi Bharat, celebrated the remarkable contributions made under the Mission Karmayogi initiative.



Shri Rajiv Manjhi was presented with three Certificates of Appreciation by the Hon'ble Minister, acknowledging ISTM's outstanding achievement in offering three of the top-rated courses on the iGOT (Integrated Government Online Training) Portal. These courses, developed and delivered by ISTM and DoPT, have been instrumental in advancing capacity building among civil servants and furthering the vision of a future-ready civil service.



This recognition stands as a testament to ISTM's unwavering commitment to excellence in training and capacity enhancement for government functionaries, aligned with the broader goals of governance reform and human resource development envisaged under Mission Karmayogi.

Inauguration of Orientation Course for Directors and Deputy Secretaries by Secretary(P) on 14-Oct-2024



The Orientation Course for Directors and Deputy Secretaries was inaugurated by Dr. Vivek Joshi, then Secretary(P), at ISTM on 14th Oct, 2024. In his inaugural address, Dr. Vivek Joshi emphasized the pivotal role of leadership and continuous learning in enhancing governance and public service delivery.

Dr. Vivek Joshi also visited the state-of-the-art ICT Lab and the Karmayogi Digital Learning Lab (KDLL) at ISTM. He experienced the advanced digital learning tools, including the use of a teleprompter for recording e-learning content. His visit underscored the importance of leveraging technology for capacity building under Mission Karmayogi, aimed at fostering a future-ready civil service.

The Orientation Course marks another step towards strengthening the capabilities of senior officers in line with the vision of responsive and effective governance.

The course was coordinated by Smt. Namita Malik, Joint Director, ISTM.

Launch of the Maiden “In-Service Course for Library and Information Science Professionals (ISC-LISP-01)” at ISTM

ISTM proudly launched the first-ever In-Service Course for Library and Information Science Professionals (ISC-LISP-01), a two-week long capacity-building program aimed at enhancing the professional competencies of librarians serving in various Ministries, Departments and Organisations of Government of India.

The course was inaugurated with the traditional lighting of the lamp by Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to the Government of India, in the august presence of Shri Naresh Bhardwaj, Joint Director (Library), Shri Deepak Kumar Bist, Joint Director (Coordination), and Shri Pawan Kumar Shrivastav, ALIO & Course Coordinator.

In his inaugural address, the Director, ISTM emphasized the critical role of Library and Information Science professionals in building a Viksit Bharat by 2047, underscoring their contribution to knowledge management and informed decision-making in governance.

Total 32 librarians attended this landmark training programme. It was successfully concluded on 20th Dec, 2024.



ACTIVITIES OF FTP CELL

STUDY TOUR

17th Nov to 22nd Nov, 2024 (SDR Batch 42 & 43)



A total of 123 Stenographers Direct Recruitment (SDR) of Batches 42 and 43 successfully completed their intensive 8-week Foundation Training Programme (FTP) at ISTM. This FTP included various components such as classroom sessions, Study Tour, Parliament Visit and NGO visit, designed to impart both professional skills and a deeper understanding of governance and social responsibility.

As part of their Study tour, the trainees visited the Uttarakhand and Himanchal Pradesh sectors, where they gained firsthand exposure to the rich cultural heritage, administrative practices, and developmental initiatives of the region. Their visit to NGOs further sensitized them to grassroots issues, fostering a spirit of empathy and public service.

Parliament visit of SDRs

As part of the FTP, 123 SDRs from batches 42 & 43 of the Central Secretariat Stenographers Service (CSSS) visited the Parliament, which had been organised by Parliamentary Research and Training Institute for Democracies (PRIDE).

The trainees attended a session on Parliamentary Work Management, aimed at deepening their understanding of parliamentary procedures and enhancing their capacity to support the vital functions of governance. They also visited both the houses of the Parliament.



ACTIVITIES OF FTP CELL

SPORTS MEET for SDR 42 and 43 BATCHES ON 06th Nov 2024

As part of the Foundation Training Programme, Stenographer Direct Recruits (SDRs) of 42nd & 43rd batches actively participated in the Sports Meet 2024 at ISTM.

The event was inaugurated by Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to Government of India. In his address, he highlighted the importance of well being, physical fitness, sportsmanship, and team work in life.

The event provided an excellent opportunity for trainees to display their athletic abilities and sportsmanship.

The occasion instilled a sense of unity and institutional pride, as SDRs competed in friendly matches, encouraged each other, and celebrated their collective accomplishments. Events such as these continue to strengthen the vibrant and inclusive culture of ISTM.



ACTIVITIES OF FTP CELL

CULTURAL PROGRAMME BY SDRs of 42nd & 43rd BATCHES



During their Foundation Training Programme, SDRs from Batches 42nd and 43rd of the Central Secretariat Stenographers Service (CSSS) actively participated in a vibrant Cultural Event.

The event was inaugurated by Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to GOI. The Joint Director(FTP) and Other Faculty members along with staff members were also present during the event.



The primary objective of the event was to nurture creativity, introduction to culture of different part of the country, foster team spirit, and encourage social bonding among the participants. Through various performances and presentations, the SDRs demonstrated their artistic talents, adaptability, and cultural heritage. The event also aimed at strengthening their orientation towards teamwork, transformation, and holistic development.



In the series of events participants performed dance, Singing, Poetry, Skit, Mimicry and instrumental music, etc.



Award of Excellence for Blood Donation Camps Organised at ISTM Campus



Blood donation is a noble and selfless act that holds the power to save lives and restore hope to those in need. Embracing this timeless virtue of service to humanity, the Institute of Secretariat Training and Management (ISTM) has been organising blood donation camps during various training programmes, in collaboration with AIIMS Blood Bank, New Delhi.

In recognition of these efforts, **ISTM was honoured with the Award of Excellence by AIIMS**, New Delhi on 1st Oct, 2024. Shri Naresh Bhardwaj, Joint Director(FTP), graciously accepted the prestigious award on behalf of ISTM during a special event organized by AIIMS. This accolade stands as a testament to ISTM's unwavering commitment to the welfare of society.

During this quarter, two blood donation camps were held on the 18th Oct and 20th Dec, 2024. The initiative saw enthusiastic participation from 120 donors, including SDRs undergoing their Foundation Training, as well as faculty members of ISTM. Their generous contributions embody the spirit of compassion and social responsibility that ISTM stands for.



VISIT OF SECRETARY (PERSONNEL) TO ISTM LIBRARY AND LAUNCH OF PUBLICATOINS (ISTM JOURNAL & ISTM MONTHLY DIGEST)

On October 14, 2024, the then Secretary (Personnel), Dr. Vivek Joshi, visited the ISTM Library and assessed the utility of its resources. On this occasion, he inaugurated the modified version of **ISTM Journal** and the **ISTM Monthly Digest**.

During the visit, Director, ISTM and library officials briefed the Secretary(P) about the library's activities and future plans.

The Secretary(P) appreciated the well-organized setup of the library, its digital resources, and the knowledge-enhancing materials available for staff and trainees. He was provided detailed information about the library's book collection and digital services. He suggested integrating modern technologies and services more effectively to ensure the library's optimal utilization.



ISTM celebrated the National Library Week from 14th to 20th, November 2024. This literary event was Inaugurated by Shri Rajiv Manjhi, Joint Secretary to the Government of India and Director, ISTM.

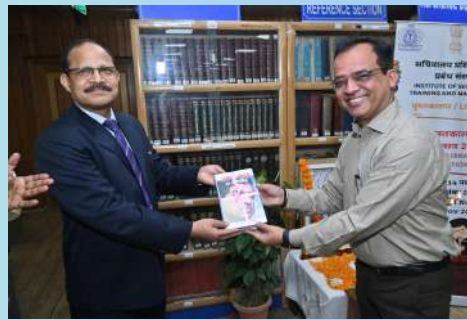
The week-long event began with a captivating book exhibition on 14th November 2024. The primary objectives of celebrating National Library Week are to increase library usage and spark greater interest in reading.

The highlight of the program was 'Reading Marathon' (14th Nov to 28th Dec, 2024), which was conducted for the first time in the library.

During this week, several other competitions such as Book Review Presentation, Critical Analysis and Storytelling Competition, Self-authored Poetry Recitation, etc. were organised.

A great participation from the staff members, Trainees and faculty members was witnessed in the competitions. All programmes were celebrated with positive energy and enthusiasm. The programme was highly appreciated by the participants and faculty members.

A total of 62 officers, faculty members, staff members and trainees participated in the various competitions.



हिंदी पखवाड़ा, 2024-पुरस्कार वितरण समारोह



श्री राजीव माँझी, निदेशक (स.प्र.प्र.सं.) की अध्यक्षता में दिनांक 13 नवंबर, 2024 को (दिनांक 14 सितंबर, 2024 से 28 सितंबर, 2024 तक आयोजित) हिंदी पखवाड़ा, 2024 के दौरान आयोजित की गई प्रतियोगिताओं के लिए पुरस्कार वितरण समारोह का आयोजन सभागार-2 में किया गया था। समारोह में संस्थान के निदेशक श्री मलय सान्याल और संयुक्त निदेशक श्री नरेश भारद्वाज, श्रीमती नमिता मलिक तथा श्री दीपक कुमार बिस्ट के साथ-साथ अन्य अधिकारी/कर्मचारी भी उपस्थित रहें। समारोह का संचालन श्रीमती सुजाता मट्टू, उप निदेशक (रा.भा.) द्वारा किया गया और संस्थान के कार्मिकों द्वारा फूलों की रंगोली भी बनाई गई। समारोह की शुरुआत निदेशक महोदय एवं अन्य उच्चाधिकारियों द्वारा देवी सरस्वती की तस्वीर के समक्ष दीप-प्रज्वलन कर की गई। तत्पश्चात श्रीमती सुजाता मट्टू, उप-निदेशक (रा.भा.), श्रीमती शेफाली सराफ, अवर सचिव, श्रीमती शिमला मीणा, अनुभाग अधिकारी एवं श्रीमती प्रीती कुशवाहा, वरिष्ठ अनुवाद अधिकारी द्वारा एक प्रार्थना-गीत प्रस्तुत किया गया। श्रीमती नमिता मलिक जी ने स्वागत-चिह्न के स्वरूप में एक पौधा भेंट कर निदेशक महोदय का स्वागत किया। श्री दीपक कुमार बिस्ट जी ने श्री जितेंद्र सिंह, माननीय राज्यमंत्री (कार्मिक) द्वारा हिंदी दिवस पर दिए गए संदेश का पठन किया। समारोह के अंतर्गत 'राजभाषा हिंदी की यात्रा' विषय पर एक चलचित्र और हिंदी पखवाड़ा, 2024 के उद्घाटन समारोह एवं आयोजित प्रतियोगिताओं की झलकियां भी दिखाई गईं। पुरस्कार वितरण समारोह को आगे बढ़ाते हुए सरकारी कामकाज मूल रूप से हिंदी में करने की प्रोत्साहन योजना-2024 और हिंदी पखवाड़ा, 2024 के दौरान आयोजित प्रतियोगिताओं के विजेताओं को पुरस्कृत किया गया। साथ ही साथ हिंदी पखवाड़ा, 2024 के दौरान आयोजित प्रतियोगिताओं में प्रतिभागिता करने के लिए प्रमाण-पत्र और श्रीमती प्रीती कुशवाहा, वरिष्ठ अनुवाद अधिकारी एवं श्रीमती कृष्णा कुमारी गुप्ता, कनिष्ठ अनुवाद अधिकारी को निष्ठा पूर्ण और सराहनीय योगदान के लिए प्रशस्ति-पत्र भी प्रदान किया गया। तत्पश्चात, निदेशक महोदय ने अपना संबोधन देते हुए सभी विजेताओं और प्रतिभागियों को शुभकामनाएं दीं एवं अपनी वाणी और विचारों के माध्यम से वहां उपस्थित सभी अधिकारियों/कर्मचारियों को अधिक से अधिक सरकारी कार्य राजभाषा हिंदी में करने के लिए प्रेरित किया। अंततः श्रीमती नमिता मलिक द्वारा धन्यवाद ज्ञापन की प्रस्तुति और राष्ट्रगान के साथ इस समारोह का समापन हुआ।

हिन्दी कार्यशाला का आयोजन



दिनांक 10 दिसंबर, 2024 (मंगलवार) को “राजभाषा नीति, सामान्य व्याकरण और हिंदी के लिए विभिन्न ई-टूल्स” विषय संबंधी हिंदी कार्यशाला का आयोजन सभागार-2 में किया गया था। यह कार्यशाला संस्थान के सभी अधिकारियों, संकाय सदस्यों एवं कर्मचारियों के लिए आयोजित की गयी थी। कार्यशाला के अतिथि वक्ता कर्मचारी राज्य बीमा निगम, मुख्यालय, नई दिल्ली के संयुक्त निदेशक श्री श्याम कुमार थे। सर्वप्रथम संयुक्त निदेशक सुश्री नमिता मलिक ने अतिथि वक्ता श्री श्याम कुमार जी का स्वागत करते हुए कार्यशाला के प्रतिभागियों को उनसे परिचित कराया। तत्पश्चात, अतिथि वक्ता महोदय ने कार्यशाला में राजभाषा नीति पर विस्तृत चर्चा की। श्री श्याम कुमार जी ने प्रतिभागियों को टिप्पण एवं प्रारूपण लेखन के लिए आवश्यक सामान्य व्याकरण का भी ज्ञान प्रदान किया। साथ ही, हिंदी भाषा में कार्य-निष्पादन को सरल बनाने के लिए विभिन्न ई-टूल्स पर चर्चा करते हुए ई-ऑफिस में हिंदी भाषा में सरलता से कार्य करने की प्रक्रिया से भी अवगत कराया। इस प्रकार अतिथि वक्ता महोदय ने प्रतिभागियों को हिंदी भाषा में सरलतापूर्वक कार्य करने से जुड़ी जानकारियां प्रदान की। कार्यशाला के दौरान प्रतिभागियों ने अतिथि वक्ता महोदय को हिंदी भाषा में कार्य करने के दौरान आने वाली व्यक्तिगत समस्याओं से परिचित कराया, जिन पर चर्चा करते हुए श्री श्याम कुमार जी ने उनका कुशलतापूर्वक समाधान किया। अंत में उप निदेशक (रा.भा.) श्रीमती सुजाता मट्ट ने अतिथि वक्ता श्री श्याम कुमार जी सहित सभी प्रतिभागियों को कार्यशाला में उपस्थित होकर कार्यशाला के आयोजन को सफल बनाने के लिए धन्यवाद दिया।



ONLINE AND OFFLINE COURSES CONDUCTED DURING OCT TO DEC 2024

A total of 172 offline, online and blended courses were conducted by the ISTM during this quarter and a total of 6727 officers of different government establishments, including officers of CSS and CSSS cadre attended these courses.

S.No	Name of course	# of Courses	# of Officers / Participants
1	CSS - Central Secretariat Services	8	195
2	CSSS - Central Stenographer Secretariat Services	10	518
3	Calendar Courses - As planned in Annual Training Calender	62	1478
4	Organization Specific Programme	16	385
5	CBSE Training of Trainers	76	4151
Grand Total		172	6727

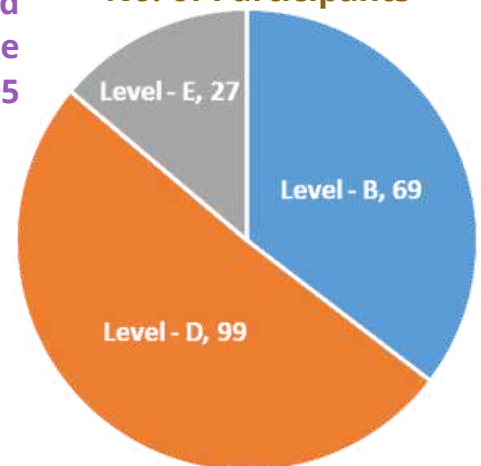
CSS - CADRE TRAINING COURSES - 15 COURSES WERE CONDUCTED:-

A total of 08 courses of Level B, D and E were conducted during this quarter (Oct to Dec 2024). The duration of these courses ranges from two to three weeks. A total of 195 participants attended the training.

DESCRIPTION OF COURSE NAME:

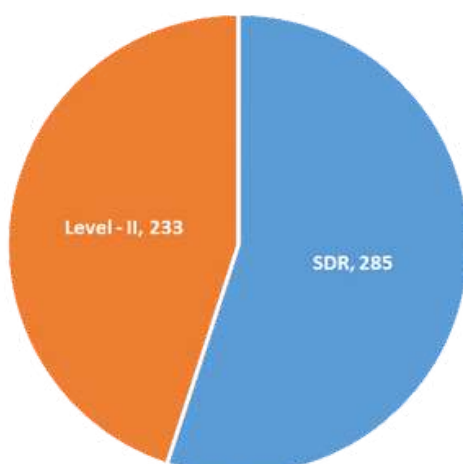
- LEVEL B: ASO OF CSS WITH 6 YEARS OF APPROVED SERVICE
- LEVEL D: SO OF CSS WITH 4 YEARS OF APPROVED SERVICE
- LEVEL E: US OF CSS WITH 4 YEARS OF APPROVED SERVICE

No. of Participants



CSSS - CADRE TRAINING COURSES - 03 COURSES WERE CONDUCTED:-

No. of Participants



A total of 10 courses of Stenographer Direct Recruits and Level-II were conducted during this quarter (Oct to Dec 2024). The duration of these courses was two to Four weeks. A total of 518 participants attended the training.

DESCRIPTION OF COURSE NAME:

- SDR: STENOGRAPHER DIRECT RECRUITS
- LEVEL II: PS OF CSSS WITH 4 YEARS OF REGULAR SERVICE

CALENDAR COURSES OTHER THAN CSS/CSSS AND CTP - 62 COURSES

S.No	Name of course	Duration From	Duration To	# participants
1	Workshop on Noting & Drafting	30-Dec-24	31-Dec-24	25
2	Administrative Vigilance - Role of IO/PO	30-Dec-24	2-Jan-25	39
3	Workshop on Conduct of Inquiry on Complaints relating to ICC of Sexual Harassment of Women at Work Place	30-Dec-24	30-Dec-24	12
4	Workshop for Liaison Officers (SC/ST)	30-Dec-24	31-Dec-24	20
5	Half-day (A/N) Workshop on Emerging Technology and Dashboard	30-Dec-24	31-Dec-24	30
6	Seminar on Right to Information	27-Dec-24	27-Dec-24	4
7	Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee	26-Dec-24	27-Dec-24	13
8	Statistical Tools and Techniques	26-Dec-24	27-Dec-24	0
9	Government e-Marketplace (GeM)	26-Dec-24	27-Dec-24	30
10	Budget Formulation-utilization and expenditure management	23-Dec-24	24-Dec-24	15
11	Workshop on Pay Fixation	18-Dec-24	20-Dec-24	36
12	MS-Excel	18-Dec-24	20-Dec-24	54
13	Personal Effectiveness	16-Dec-24	16-Dec-24	16
14	Reservation in Services for SC/ST/OBC	16-Dec-24	19-Dec-24	17
15	Workshop on Financial Management in Government	16-Dec-24	18-Dec-24	17
16	Preventive Vigilance and Conduct Rules	16-Dec-24	17-Dec-24	8
17	Data Analytics using MS-Excel	16-Dec-24	18-Dec-24	20
18	Drafting reply in CAT cases	9-Dec-24	10-Dec-24	20
19	Workshop on Noting & Drafting	9-Dec-24	10-Dec-24	21
20	Workshop on Communication Skills	9-Dec-24	9-Dec-24	14
21	Two-week Training Programme on Library and Information Science	9-Dec-24	20-Dec-24	33
22	Data Analytics using MS-Excel	9-Dec-24	11-Dec-24	5
23	Litigation Management	5-Dec-24	6-Dec-24	63
24	Workshop on Cyber Security	2-Dec-24	3-Dec-24	35
25	Big Data Analytics in Government - Basic	2-Dec-24	4-Dec-24	12
26	MS-Excel (Advance)	2-Dec-24	4-Dec-24	33
27	Government e-Marketplace (GeM)	2-Dec-24	3-Dec-24	23
28	E-record Management - Right to Information	26-Nov-24	28-Nov-24	10
29	Half-day (A/N) Workshop on Emerging Technology and Dashboard	25-Nov-24	26-Nov-24	7
30	Programme on Pensions & Other Retirement Benefits	25-Nov-24	27-Nov-24	34
31	Administrative Vigilance Role of IO/PO	25-Nov-24	27-Nov-24	17
32	Right to Information - Public Information Officers	25-Nov-24	27-Nov-24	17
33	Right to Information - Public Information Officers	20-Nov-24	22-Nov-24	15
34	Good Governance and Transparency through Expenditure Management and Preventive Vigilance	18-Nov-24	19-Nov-24	12
35	Workshop on e-Procurement	13-Nov-24	14-Nov-24	24
36	Workshop on Income Tax	11-Nov-24	12-Nov-24	17
37	Reservation in Services for SC/ST/OBC/ExSM/PWDs	11-Nov-24	14-Nov-24	31
38	E-record Management - Right to Information	11-Nov-24	13-Nov-24	64

CONTI...

CALENDAR COURSES OTHER THAN CSS/CSSS AND CTP - 62 COURSES

S.No	Name of course	Duration From	Duration To	# PARTICIPANTS
39	Improving Performance	4-Nov-24	8-Nov-24	21
40	POSH	4-Nov-24	4-Nov-24	40
41	MS-Excel	28-Oct-24	30-Oct-24	11
42	Workshop on Noting & Drafting	28-Oct-24	29-Oct-24	14
43	Workshop on e-Office	28-Oct-24	29-Oct-24	12
44	Government e-Marketplace (GeM)	24-Oct-24	25-Oct-24	35
45	Promoting Cohesive work environment through Gender Sensitization	21-Oct-24	21-Oct-24	25
46	Experiential Learning Tools (ELT)	21-Oct-24	25-Oct-24	15
47	POSH	14-Oct-24	14-Oct-24	33
48	Workshop on Pay Fixation	14-Oct-24	16-Oct-24	10
49	MS-Excel (Advance)	14-Oct-24	16-Oct-24	15
50	Orientation Course for Deputy Secretaries / Directors	14-Oct-24	18-Oct-24	8
51	Workshop on e-Procurement	14-Oct-24	15-Oct-24	14
52	Collaborative Leadership	9-Oct-24	9-Oct-24	15
53	Big Data Analytics in Government - Basic	7-Oct-24	9-Oct-24	4
54	Seminar on Right to Information	4-Oct-24	4-Oct-24	14
55	Orientation Training Programme on Preventive Vigilance	3-Oct-24	4-Oct-24	10
56	Workshop on AI Applications for Officials/Officer of DoPT - Total 7 Batches from Sl. No. 56 to 62	14-Oct-24	16-Oct-24	46
Total No. of Participants				1478

ORGANIZATION SPECIFIC PROGRAMME & PT PROGRAMME - 16 COURSES

S.No	Name of course	Duration From	Duration To	# participants
1	NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES at Host Premise	17-Dec-24	20-Dec-24	20
2	Group -A Officers of Archaeological Survey of India (ASI)	16-Dec-24	20-Dec-24	23
3	Drafting of Charge Sheet for VOs/CVOs of CVC at ISTM	16-Dec-24	17-Dec-24	14
4	PT Programme for Andaman & Nicobar Administration.	16-Dec-24	20-Dec-24	44
5	National Council of Educational Research and Training at ISTM	2-Dec-24	6-Dec-24	25
6	National Testing Agency	2-Dec-24	4-Dec-24	25
7	National Health Authority at ISTM	28-Nov-24	29-Nov-24	29
8	NCERT at ISTM	18-Nov-24	22-Nov-24	25
9	Central Vigilance Commission at ISTM	18-Nov-24	20-Nov-24	22
10	PT Programme ATI, Nagaland	12-Nov-24	14-Nov-24	19
11	PT Programme ATI, Nagaland on Noting & Drafting for NSS Officers	12-Nov-24	14-Nov-24	22
12	"Establishment Rules" for Directorate of Enforcement	4-Nov-24	8-Nov-24	18
13	Central Vigilance Commission at ISTM	4-Nov-24	4-Nov-24	25
14	NCERT at ISTM	21-Oct-24	25-Oct-24	25
15	Central Vigilance Commission at ISTM	21-Oct-24	21-Oct-24	24
16	NCERT at ISTM	7-Oct-24	11-Oct-24	25
Total No. of Participants				402

The Institute of Secretariat Training and Management (ISTM), established in 1948 under the Government of India, has long been a leader in training government officials. In line with its tradition of innovation, Director, ISTM introduced a transformative initiative called “Panch Prakaran” or 5x5x5 Model, designed to make the learning experience more participative, integrated and immersive.



The Concept of Panch Prakaran:

Drawing inspiration from the experimental learning methods of the Vedic age and ancient education systems of Nalanda and Takshashila, Panch Prakaran method emphasises active participation, practice, and discussion under the guidance of trainers. At ISTM, this ancient wisdom is blended with modern technology to create a structured, skill-based training program that ensures active participation, enhanced assimilation of learning, presentation skills and leadership development.

Guided by **Shri Rajiv Manjhi**, Director, ISTM and Joint Secretary to the Government of India, this initiative embodies the essence of continuous learning as per the ancient saying “श्रद्धावान् लभते ज्ञानम्” (With faith and dedication, one attains knowledge).

Objectives of Panch Prakaran:

The initiative is designed around five core objectives:

1. **Reinforcement of Learning:** Increasing retention from a typical 10-50% to an impressive 80%.
2. **Overcoming Stage Fear:** Providing opportunities to participants to improve their public speaking.
3. **Enhancing Presentation Skills:** The initiative exposes participants to modern presentation tools and methods.
4. **Ensuring Knowledge Quality:** Daily recap by participants and feedback by faculty member ensure accurate understanding and address knowledge gaps.

How Panch Prakaran Works:

Each training day is divided into five sessions. Five trainees are chosen daily to recap the learning of the day, session wise. Their duties include:

1. **Session Summaries:** Each selected trainee creates a one-slide summary of their respective/assigned session.

2. Recap of Learning: The next morning, trainees to present these summaries in a 15-minute recap session (09:00 am to 09:15 am) before commencement of session, allowing each participant a maximum of 3 minutes to present.

3. Quality Assurance: Course coordinators/Faculty Member provide their feedback on the recap presentation, ensuring that the correct learning has taken place.

In addition, the participants are also expected to do:

- **Faculty Introduction:** A brief, one-slide introduction of the faculty by a trainee, limited to two minutes.
- **Vote of Thanks:** A summary and thanks at the session's end, reinforcing key takeaways.

This cycle continues with a fresh group of five trainees each day, ensuring widespread participation and skill development.

Pilot and Implementation:

The first pilot of Panch Prakaran took place during the **1st In-Service Course for Library and Information Science Professionals** in December 2024. Considering its success, it was decided to implement it in all ISTM courses.

Impact and Feedback:

Faculty members reported significant improvements in trainees' confidence, presentation skills, and engagement. Though there was initial hesitation among some participants due to stage fear, consistent practice and faculty support helped them adapt quickly.

Participants acknowledged better knowledge retention, increased engagement, and confidence in public speaking. The interactive nature of Panch Prakaran transformed the training experience from passive to active, fostering a sense of responsibility and enthusiasm among trainees.

The Broader Vision:

Aligned with the Viksit Bharat @ 2047 vision, Panch Prakaran is ISTM's contribution toward creating a cadre of skilled and confident government officers ready to lead India into the future.

In essence, Panch Prakaran redefines government training by merging ancient Indian wisdom with modern pedagogical practices. It reflects ISTM's unwavering commitment to excellence and continuous learning.

by Pawan Kumar Shrivastav, ALIO, ISTM



चलो प्रयास हम करें

YEARNING

नवप्रभात खिलखिला रहा गगन के पार से।
जिंदगी विराम नहीं मुश्किलों की हार से ॥
जब अटल हो हौसले औ दृढ़ हो पाँव की दिशा;
किस्तिया भी खेलती हैं प्रबल सिंधु धार से ॥

ओज से प्रदीप्त मन को, क्यों उदास हम करें।
चलो प्रयास हम करें, चलो प्रयास हम करें ॥

हमने देखी आँधियाँ, हमने देखी बिजलियाँ।
रोती हुई खिड़कियाँ, दीवारों दर की हिचकियाँ ॥

मचा हुआ ये युद्ध है, तू वीर है, प्रबुद्ध है;
डूबते दिलों के बीच, फिर से आस हम भरें।
चलो प्रयास हम करें, चलो प्रयास हम करें ॥

वृद्ध हो या बचपना, हृदय न कोई अनमना।
सभी में गुदगुदी भरे, प्रभा की कौमुदी भरे ॥
सृजन के तार-तार तक, उल्लसित बहार तक;
खिलखिलाहटो के बीच, अट्टहास हम करें ॥
चलो प्रयास हम करें, चलो प्रयास हम करें ॥

जग उठी है हर दिशा, किरण है भेदती निशा।
कल्पना के द्वार तक, चली क्षितिज के पार तक ॥
फिर बजा तू दुंदुभि न गरजना रुके कभी;
जुगनुओं को बांधकर अमर प्रकाश हम करें ॥
चलो प्रयास हम करें, चलो प्रयास हम करें ॥

देश गतिमान कर, खुद पे अभिमान कर।
कल पर अधिकार कर, भाग्य का श्रृंगार कर ॥
आएँगी ये आँधियाँ, खिंची रहें ये मुट्टियाँ;
मुट्टियों में फिर से ही, बृहत् आकाश हम भरें ॥
चलो प्रयास हम करें, चलो प्रयास हम करें ॥



गली-गली डगर-डगर, शहर-शहर नगर-नगर।
खिले हैं अवसरों के द्वार, तू भय का आवरण उतार ॥
लगी रहे लगन की धुन, तू भाग्य की लकीर बुन;
मातृभूमि भाल पर, चिर सुहास हम भरें ॥
चलो प्रयास हम करें, चलो प्रयास हम करें ॥



-डिम्पल रानी
सीआईएसएफ/लाइब्रेरियन
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