



RAJKIYA KANYA MAHAVIDYALAYA SHIMLA



ONE-WEEK FACULTY DEVELOPMENT PROGRAM (FDP)

RULEBOOK TO REAL-WORLD: PRACTICAL INSIGHTS FOR HP GOVERNMENT EMPLOYEES

16-21 June, 2025



e-mail: shimlarkmv@gmail.com **website:** www.rkmvshimla.edu.in

Rajkiya Kanya Mahavidyalaya (RKMV) is a historical and premier government girls' institute of higher learning in the state of Himachal Pradesh. Situated on Elysium Hill, this institute is, at present, nurturing and honing more than 3000 young minds. Focusing on their holistic growth the college gives them ample opportunities to grow, develop and excel in life.

The college offers Bachelor's degree in Humanities, Science, Commerce, and Vocational courses. Self-financed courses in BCA and B.Sc in Microbiology and Biotechnology are also being run in the college. RKMV is also offering postgraduate courses in the discipline of Arts and Commerce.

Efforts are always being made by the college to live up to its motto, "Sa Vidyaya Vimuktye," 'Knowledge is that which liberates.' It motivates us in our quest for perfection, liberating us from the shackles of ignorance and darkness, and leading us to the path of self-realization and growth.

ABOUT THE FDP

The Himachal Pradesh Government Employees Service Rules and Conduct Guidelines form the cornerstone of administrative discipline and ethical governance in the state. These regulations ensure that public servants uphold the highest standards of integrity, accountability, and professionalism in their duties.

This one-week FDP is meticulously designed to provide participants with a comprehensive understanding of the current service rules, conduct guidelines, and recent legislative changes.

Through expert-led sessions, case studies, and interactive discussions, attendees will gain insights into the practical application of these rules in day-to-day administrative functions. The participants of the FDP will also include faculty from the nearby colleges.

Theme: Service Rules and Conduct Guidelines for Himachal Pradesh Government Employees

RULEBOOK TO REAL-WORLD: PRACTICAL INSIGHTS FOR HP GOVERNMENT EMPLOYEES

This one-week FDP The "Introduction of Rulebook to Real-World: Practical Insights for HP Government Employees" aims to bridge the gap between theoretical knowledge and practical application of service rules among Himachal Pradesh government employees. By examining the Himachal Pradesh Civil Services (Conduct) Rules, 1972, and related directives, the session will provide participants with real-world scenarios and case studies to understand the implications of these rules in daily administrative functions. Emphasizing ethical conduct, transparency, and accountability, the session seeks to empower employees to navigate complex situations while adhering to established guidelines, thereby fostering a culture of integrity and professionalism within the state machinery.

Vision:

The one-week Faculty Development Programme (FDP) on "Service Rules and Conduct Guidelines for Himachal Pradesh Government Employees" aims to enhance the understanding and application of the state's service regulations among faculty members. By focusing on the Himachal Pradesh Civil Services (Conduct) Rules, 1964, and related directives, the FDP seeks to promote ethical conduct, transparency, and accountability within government institutions. Participants will engage with case studies, role-playing, and discussions to critically assess real-life scenarios, fostering a culture of integrity and professionalism. Ultimately, the programme aspires to empower educators to model and instill these values in students, contributing to the development of a responsible and efficient public service workforce.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Vision: *To establish a robust framework for quality assurance by fostering an environment of excellence, nurturing confidence, competence and character, for the holistic development of the students.*

Internal Quality Assurance Cell of RKMV ensures a culture of commitment and quality in the institution. The IQAC was constituted in accordance with the norms of NAAC and UGC Rules in the year 2010. Since its establishment, IQAC has been actively participating in the planning and monitoring of the college's Quality Assurance and Quality Enhancement initiatives. It acts as the advisory body of the institution which not only formulates and plans but also monitors the proper execution of the plans and the programmes. The IQAC has been relentlessly working in the direction of providing congenial and learner-friendly atmosphere to students, teachers and encourages research oriented eco-system in the campus. Keeping this in view the maiden Faculty Development Program on IKS has been organized.

This training program for Himachal Pradesh Government employees aims to enhance their understanding of service rules, conduct guidelines, and financial procedures to promote ethical, transparent, and accountable public service. It covers key administrative areas such as appointments, promotions, leave, pay, retirement benefits, and financial management, while also ensuring compliance with legal frameworks like the RTI Act and income tax regulations. The program seeks to bridge the gap between theory and practice, standardize rule interpretation across departments, and empower employees—especially new recruits—with knowledge of their rights and responsibilities. It promotes gender-sensitive practices, supports professional development, and prepares employees for audits, inspections, and final settlement processes, contributing to effective human resource management and institutional transparency.

EXPECTED OUTCOMES

By the end of this programme, participants will be equipped to navigate the complexities of government service regulations, ensuring compliance and fostering a culture of ethical governance within their respective institutions.

SCHEDULE

Date	Theme	Contents
Day 1 16 June 2025	Conduct Rules	Ethical Standards, Integrity, Discipline Political Neutrality, Prohibition on Private Trade, Responsible Use of Government Resources, Behavior with Public and Superiors
Day 2 17 June 2025	Financial Rules (FR)	Pension, Gratuity, Commutation, Pay Fixation – Appointment, Promotion, Service Conditions and Career Progression
Day 3 18 June 2025	Leave Rules	Casual Leave, Maternity and Paternity Leave, Special Leave, Study Leave, Extraordinary Leave (EOL), Special Disability Leave
Day 4 19 June 2025	Service & Financial Rules (SR & FR)	Utilization of Funds, Sanctioning Authority, TA/DA, Advances, and Audit, Protocol Service Conditions and Career Progression, GEM Purchases
Day 5 20 June 2025	Right to Information (RTI) Act, 2005	RTI Act, 2005 Duties of Government Employees under RTI Role and Responsibilities of PIOs, Transparency, Accountability, and Penalties for Non-Compliance
Day 6 21 June 2025	Taxation & Retirement Procedures	Income Tax Deduction Rules (as per IT Act), GPF/NPS Contributions , and Interest, Final Settlement and Retirement Procedures



Patron

Dr. Anurita Saxena
Principal, RKMV

Organising Secretary

Dr. Poonam

Convener

Ms. Shivani Sood

Registration Link:

<https://forms.gle/WcwZsGM2Fa94xmgh9>

Registration Fee: 700/-

Organising Committee

Ms. Geeta Sharma

Dr. Ritu Sharma

Mr. Mohan Sharma

Ms. Sandhya Kumari

Dr. Nishtha

Ms. Sheetal Charbathia