

Chapter - XV

Section 4 (1) (b) (iv) of RTI Act 2005

The norms set by it for the discharge of its functions

Trainings are conducted as per the guidelines and instructions received from General Council, Government of India, and Government of Meghalaya. Efforts are made to increase the number of training programmes each year. The client groups are mainly Senior/ Middle level officers including junior level officers belonging to the State Civil Services and other technical department. The Institute trains the non-official members and the heads of the Organizations and Voluntary Agencies involved in rural development activities and assisting the government in the implementation of development programmes at the grassroots level. High degree of practical orientation is incorporated and participatory training methodology is being adopted to improve the quality of the training programmes. Care is taken that research and case studies are selected in a way that they can be used as inputs in the training programmes and provide feedback that will enable the government to frame suitable policies and programmes.

With regard to administration, the Institute follows the Manual of Office Procedure of the Government of Meghalaya. In addition the decisions of the General Council, Executive Council and the Standing Committees are complied with to carry out its business.