



**NATIONAL INSTITUTE OF MANAGEMENT
QUETTA**

ACADEMIC GUIDELINES

&

JOINING INSTRUCTIONS

26th Mid-Career Management Course

**Issued by:
Training Wing**

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National Institute of Management, Quetta



ACADEMIC GUIDELINES

CHAPTER-1

GENERAL

1.1 Aim

The Aim of the Academic Guidelines & Instructions handbook is to provide information about modalities of various important training activities, which form part of the Course Curriculum. In addition, some administrative aspects have been included for information of the participants.

1.2 Organization

National Institute of Management; a constitute unit of (NSPP) National School of Public Policy, conducts Mid-Career Management Course (MCMC) for BS-18 officers who are likely to be promoted to BS-19.

1.3 History

The National School of Public Policy (NSPP) in Pakistan was established under the Ordinance No. XCIXX of 2002. The purpose of establishing the NSPP was not only to improve the quality and effectiveness of existing public sector service providers but it was also to empower new entrants in the public sector with world-class teaching, training and research facilities, and ultimately improve service delivery and policy outcomes.

Upon induction of Mr. Azmat Ranjha, as Rector NSPP, and in line with the new vision spelt out by the Government of Pakistan, a substantial increase in the intake of the participants has taken place. At present MCMC is being conducted at NIM Karachi, NIM Peshawar, NIM Quetta NIM Lahore and NIM Islamabad.

National Institute of Management, Quetta is located on the Samungli Road, near FIA building, opposite to Samungli Housing Scheme Quetta.

1.4 Vision of the Mid-Career Management Course

“Introducing excellence in public service delivery through capacity building and inculcation of skills and values essential for good governance”

Chapter-2: TRAINING MODALITIES

(TO BE READ IN CONJUNCTION WITH SYLLABUS BOOK)

2.1 Training Modules and Conduct

- a) The curriculum of the Course comprises of five study Modules spread over three terms as under:
- | | |
|------------|--|
| Module-1A | BCL – Basic Computer Literacy – Concepts, Skills, Tools for effective Management |
| Module- 1B | ICT - Role of ICT in evidence based Decision Making for Effective Service Delivery |
| Module – 2 | Institutional Framework of Public Management and Important National Issues |
| Module – 3 | Administrative Structures and Governance Issues |
| Module – 4 | Management Skills for Effective Public Service |
| Module – 5 | Economic Development and Public Finance |
| Module – 6 | Research and Research Methodology, Local Visits & Inland Study Tours |
- b) Besides above mentioned five modules, basic computer literacy (BCL) and Information Communication Technology (ICT) in evidence based decision making for effective service delivery are also included in the syllabus of the course
- c) Each Module/Study is sponsored by a Faculty member, who is responsible for organizing and conducting it in accordance with the curriculum under the overall guidance of the Chief Instructor/Director General NIM.
- d) Sessions would be generally held in NIM Class room. Scholars and eminent speakers, who are experts in their specific fields, are invited to deliver talks on given topics, which are followed by Q & A sessions where participants have the opportunity to clarify and raise issues of relevance to public policy implementation.
- e) Aim, Scope, and Study Topics for each Module are reflected in the Syllabus Book which is available on the Institute website www.nimqta.edu.pk

2.2 Simulation Exercises

Simulation Exercises will be used to bring real life environment into class room. In simulation exercises the participants are given a role and instructed to determine their actions using given information while sitting at simulated desks. The general and common aim of these Exercises is to offer an opportunity to the participants to apply their knowledge and skills for formulating the methodology for evolving a comprehensive approach for problem-solving at the federal, provincial and district levels.

Main emphasis would be on ‘HOW TO THINK’ and not ‘WHAT TO THINK’.

2.3 Case Study Research (CSR)

Case Studies Research will be used to learn from past event, history or concept. Main purpose of these case studies are to develop problem solving skills, and to find the causes of events occurred in past. It helps to understand the context and develop and devise workable solutions.

During the mandatory course, different cases particularly related to public sector issues will be given to study at the syndicate system. The respective syndicates are required to come up with their own plans, programs and solutions based on deliberations and consensus development.

2.4 Book Review

Book review Training events will be conducted to help the trainees in developing critical analysis. Each participant will be assigned to review a book. The assignment will be

| | <u>Days</u> | <u>Event</u> | <u>Time</u> |
|----|--------------------------|----------------|----------------------------------|
| a. | Monday To Thursday | Research | 0800-0830 hrs & 1400-1630 hrs |
| | | Class Activity | 0830-1600 hrs |
| | | Lunch/Prayer | 1400-1500 hrs |
| b. | Friday | Research | 0800-0830 hrs |
| | | Class Activity | 0830-1320 hrs |
| | | Lunch/Prayer | 1430-1530 hrs |
| c. | Saturday | Holiday | |

completed as per the guidance, format and style of faculty. On the accomplishment of task, each participant will prepare and present a comprehensive Book Review Report.

2.5 Classroom Modalities

a) Generally the class sessions at NIM would be as under:

Note: Owing to certain compulsions these could be extended by the **Chief Instructor and Director General** NIM utilizing morning and afternoon Research Hours:

- b) Classes will commence daily with recitation from the *Holy Quran (Tilawat)*. Participants are required to be seated five minutes before the start of every session.
- c) Sponsoring Faculty will introduce respective guest speakers. Participants are expected to rise on arrival of guest speaker(s)/panelists as a mark of respect.
- d) After the Lecture Discussion (LD) or Panel Discussions (PD) the length of Question and Answer (Q & A) sessions will approximately be 40-50% of the duration of the session/sessions.
- e) Tea/coffee/green tea can be taken (self-service) for which dispensers have been made available. However, participants are supposed to ensure least disruption to the class proceedings.
- f) The Research Period(s)/day(s) will be utilized for research work on Individual Research Paper (IRP), Case Study Research (CSR), Simulation Exercises, Course Review Committee Meetings etc, and may also be used for discussion on Book Review and Research work.

2.6 Study Tours

a) **Inland Study Tour**

The Inland Study Tour will be held during the course with a view to broaden the horizons of the participants, as well as providing a meaningful learning experience. In the study tour, participants will have interaction with individuals and organization in the public and private sectors, and civil society, who have contributed and continue to contribute towards policy formulation and its implementation in social, economic and administrative arenas. Participants will be divided into groups according to the modality of the visit; groups will present a post visit report/presentation about their learning and propose way forward.

b) **Local Visits**

Participants will visit various public and private organizations in Quetta and adjoining areas. Briefings and presentations shall be arranged by these organizations so as to familiarize the participants with the management

philosophies and techniques utilized by these organizations. Each group will also reflect the learning experience and way forward in their report in the form of Post Visit Presentation (PVP's) .

2.7 Presentations

a) **Current Issue Presentations (CrIPs)**

Each participant will make presentation on a Current Issue of his choice relating to politics, economics, social issues, religion, and ethics etc. which are *currently* in public debate. The presentations shall commence from the second week of the course in alphabetical order. Each presentation will be for 30 minutes, of which presentation time would be 20 minutes followed by 10 minutes of a Question and Answer Session.

b) **Course Review Committee Meetings**

Course Review Committees will be constituted comprising of 7 to 8 members including a final committee. The Committees will convene meetings fortnightly and propose solutions, remedies, feedback for improvement of different milestones of the course.

The Committees will also share the changes or other proposals with the final Course Review Committee, in the preparation of Review Report. The schedule of the Course Review Committee Meetings will be notified in the weekly training schedule.

2.8 Individual Research Paper (IRP)

- a) Each participant is required to write one Individual Research Paper (IRP). Participants will select *three* topics for the IRP out of the list provided by the Institute and also suggest *three* topics of their own choice in order of priority. The Institute reserves the right to assign any other topic to the participant. Selected topics along with the name of nominated Faculty Advisors will be conveyed to the participants.
- b) The participants can seek detailed guidance from their Faculty Advisors about any aspects of the IRP.
- c) The participants are required to submit **4 hard copies** and **1 soft copy** of **EACH Report** that they would submit during the course (i.e. IRP, to their

respective Faculty Advisor / Faculty Member and to the program section).

- d) IRP will be closely monitored by the Faculty Advisor, Chief Instructor and Director General. Therefore participants are cautioned to make an effort for producing quality research paper on their own, any malpractice or plagiarism would be strictly taken in account.

Warning:

It is strictly warned to all participants that any breach of discipline regarding IRP writing will not only result in immediate withdrawal from the course but may also result in initiation of proceedings due to misconduct.

2.9 Syndicate System / Syndicate Meeting (SM)

- a) Syndicate in the academic sense refers to a small group of participants who get together under guidance of Additional Directing Staff (ADS) who is a Faculty Member, in order to hold discussions on significant issues relating to the curriculum. The aim of the Syndicate System is to enable Faculty to develop a close interaction with a small group of participants at regular intervals. While this interaction provides sufficient opportunity to the participants for expressing their views more freely, the primary focus is on generating discussion on important issues within the spectrum of Course requirements. In addition, a few short exercises may also form part of the Syndicate activities.
- b) Syndicates are constituted in each of the three Terms with a mix of participants representing various departments/ occupational groups. Each syndicate will have a sponsor ADS. Each syndicate will also have a Syndicate Coordinator from amongst the members of their syndicate, who will be nominated by the respective ADS. All Syndicate Members will be held in designated Syndicate Rooms, which will be notified separately at the beginning of each Term.
- c) Participants will visit important institutions and organizations located in Quetta and each Syndicate group will be required to *critically* analyze a prescribed aspect of the organization visited. The syndicate will then present its findings before the entire class.

2.10 Synopsis Writing (Synp)

Each participant will be tasked in turn to WRITE a Synopsis of at least one lecture discussion held during the Course. The Synopsis shall normally consist of *around*

1000 words. The write-up should focus on the *Central Theme* and *Recommended Policy Options* as spelt out by the Guest Speaker(s). The concerned participant will prepare the following number of copies of synopsis and hand them over to Deputy Director (Program) the next day **it means within 24 hours positively**:

- a) Hard Copy (3) printed on both sides of paper
- b) Soft Copy

2.11 Analysis Paper (AP) and Analysis Paper De-Briefing (APDB)

In each term, an exercise is held in the form of writing an Analysis Paper. The aim is to provide participants with an opportunity to demonstrate their *analytical* skills. Progressive and logical development of thought in response to the requirement (the question asked), brevity, specificity as against generalization, coherence, conciseness, and clarity are some of the qualities which participants need to keep in mind while answering the Paper. For detailed scope and conduct, refer to Syllabus Book which is available on the website. Analysis Paper debriefing session is held after each AP.

2.12 Peer Rating (PrR)

In each Term, an exercise is held in the form of *Peer Rating*. The aim is to develop the skill among participants to rate their colleague participants on the basis of **three** different shades of their personality i.e. “As a Friend”, “As a Leader” and “As a Professional”. For detailed conduct of PrR exercises, please refer to the Syllabus Book.

2.13 Basic Computer Literacy (BCL)

- a) At the time of joining, each participant is expected to have reasonable proficiency in computer handling/literacy. However, with a view to refresh their knowledge, a Computer Literacy Week will be organized. the 1st week of the course commonly known as Basic Computer Literacy (BCL) week.
- b) The first week of the Course will be utilized for Computer Literacy classes with an aim to acquaint participants with a working knowledge of computers. This will help to enable them to make use of IT for enhancing their efficiency individually and at the organizational level.
- c) Each participant having sufficient proficiency in computer skills will be made the *buddy* of one novice participant. The former will have to attend evening

classes till his novice also qualifies the test conducted to assess the level of proficiency attained.

- d) Each participant is expected to acquire sufficient computer operating skills to prepare his/her own Power Point slides for presentations, type scripts and to surf the net for information.
- e) For presentations, participants themselves will do all their computer handling. However colleagues may assist one another while making presentations.
- f) Each participant will be guided and trained to use different kinds of available data as a source of evidence, for policy formulation and implementation at the workplace.
- g) Skills will be improved to use Information Communication Technology (ICT). Trainees' competence will be enhanced for better use of data and gadgets.

2.14 Reproduction Section

- a) Reproduction Section is equipped with computer, printer, scanners and photocopy machine. It is advised that Printing should be made on both sides of a paper.
- b) In case of more than 10 pages of printing in the reproduction section, the participant should get a slip from Additional directing Staff (ADS), Coordination.

2.15 Institute Library

- a) The Institute has well equipped Library containing books & periodicals relevant to the Courses at National Institute of Management. Books are classified according to the internationally recognized *Dewey decimal classification System Edition 20*.
- b) Some books, including course books are issued according to a "self-searching system" which means that the participants select books themselves, take out book-cards of the selected books, fill them, sign them, and then handover these cards to the official on duty at the Issuing Counter. Books are issued for a maximum period of 15 days at one time. Not more than 5 books can be drawn at one time.

- c) Some books, including books prescribed for, or relevant to, the study of syndicate subjects allotted are kept in specified shelves marked "Reserve shelf". These are basically meant for use by the members of respective syndicates. The material will be rotated among syndicate members in accordance with the procedure determined by the faculty member covering the Syndicate Group.
- d) Library maintains a Reference Section that has a reasonable collection of books for ready reference. Reference books/ materials are marked with the notation 'REF', and are not issued for use outside the Library premises. These can only be got issued for studying within the Library premises. Journals or periodicals are kept in the periodical room. These are also placed under the category of reference material.
- e) The Library timings are as under:
 - i) Monday to Thursday 8:00 a.m. to 09:00 p.m.
 - ii) Friday 8:00 a.m. to 12:00 Noon
& 4:00 p.m. to 9:00 p.m.
 - iii) Saturdays 8:00 a.m. to 09:00 p.m.
 - iv) Sunday 10:00 a.m. to 3:00 p.m.

2.16 Course Coordinator

Each participant will also be assigned the role of a *Course Coordinator* at least **once** during the Course. The Course Coordinator is expected to act as a link between the Faculty and participants. He will be responsible for communicating all the directives/instructions issued from time to time by the Chief Instructor, Additional Directing Staff (Coordination) and Training Wing to all participants for compliance. Administrative problems/requirements of the participants may also be conveyed through the Course Coordinator to the quarter concerned or ADS (Coordination).

2.17 Submission of Papers/Written Assignments

- a. **IRP & IST** The participants are required to prepare 3 hard copies (one copy each) for Faculty Advisor and two for Additional Directing Staff (Coordination) /

Documentation Officer). Soft copies of each report will be submitted during the course to their respective Faculty Advisor/Faculty Member and Documentation Officer.

b. **Simulation Exercises Reports/ Hands Outs** Only 5 copies of final reports and handouts will be submitted by the Syndicate Chairperson and RAG Leader (one copy for Faculty Advisor and remaining four copies for Additional Directing Staff (Coordination)).

2.18 Attendance

Syndicate sessions, lectures, workshops, presentations, meetings, seminars, conferences, whether scheduled during the day or in the evenings, are integral parts of the course. The participants are required to be punctual and regular in attending various training/academic activities notified by the Training Wing. In cases of illness and emergency, written approval of the Chief Instructor and Director General NIM is required. The participant should route the application through Course Coordinator, who will give it to Additional Directing Staff (Coordination) for process and obtaining approval from the Competent Authority.

ATTENDANCE POLICY: Any Participant who misses a total of 04 days of Course study (whether with prior permission or otherwise) would be liable to be *withdrawn* from the course. *Genuineness of the reason for absence cannot compensate for the loss of learning, hence no exceptions would be allowed.*

2.19 Penalties

In case of violation of discipline, attendance policy and administrative instructions **Advices, Cautions and Warnings** will be issued by ADS (Coordination), Chief Instructor or Director General respectively, which may affect their Evaluation Report of the Course.



National Institute of Management, Quetta



JOINING INSTRUCTIONS

1.1 Registration

Upon registering, participants would receive their NIM Quetta name badges. Participants are required to wear their name badges at ALL times to assist the faculty, other participants, Guest Speakers and Mess Staff for identification.

1.2 Pay and Allowances

Participants shall draw their Pays and allowances from their parent departments/organizations according to the stipulated procedure throughout their stay at the institute.

1.3 Mess

- (a) The Institute has Mess arrangements for provision of refreshments during break, lunch and dinner for participants.
- b) Dining Hall remains closed when the classes are in progress.
- (c) Meals are *only* served *in the dining hall*.
- (d) Meals are *only* served *on stipulated timings* on all days.
- (e) No guest or visitors are allowed in the dining hall, however, in special case the permission of DD(A&F) through ADS(Coordination) will be sorted and Rs. 500/- per meal per guest will be charged.
- (f) Dress Code for the Mess:
 - (1) Closed Collar/ Combination or
 - (2) Shalwar-Qameez with Waist Coat

1.4 Mess Committee

- (a) A Mess Committee will be constituted from amongst the participants
Comprising of: (If required)
 - (1) A Chairman/Chairperson
 - (2) Secretary
 - (3) Member food
 - (4) Mess Officer of the institute (Ex-officio member)
- (b) The appointees so selected will be notified in the First Week.

- (c) Tasks of the Mess Committee:
- (1) Recommending changes, if any, in the Menu for all meals, day wise, after consultation with all participants.
 - (2) Informing Institute Management (Admin) about complaints/suggestions.
 - (3) Holding of fortnightly meetings to ascertain views of participants about the standard of meals, boarding, service arrangements, etc.
 - (4) Making recommendations in writing to the ADS (Coord) and Admin for necessary improvements, if any.

1.5 Visitors

Attendance in lectures, panel discussions, syndicate, group discussions, workshops and seminars are all restricted to the participants, the faculty and the visiting faculty. Visitors are not permitted to attend any academic session.

1.6 Sports

- (a) Sport facilities like Table Tennis, badminton, billiards, chess are available in the Institute. It is expected of all participants to engage in games/physical activities. Participants are expected to take part in games for at least three days in a week. There would also be competition. Secretary of the Sports Committee would regulate all sports activities in coordination with the Sponsor Additional Directing Staff.
- (b) All participants should come equipped with their *own* sports gear, shoes and equipment for the sports facility they wish to avail.
- (c) **Dress for sports:**
 - (1) Track Suit
 - (2) Joggers/Tennis Shoes
 - (3) Shorts/Sports T Shirt
- (d) Markers are available for Table Tennis.
- (e) Competitions will be held at the end of the Course (approximately wk-08) for the following sports:-
 - (1) Badminton (Singles)
 - (2) Badminton (Doubles)
 - (3) Table Tennis (Singles)

- (4) Table Tennis (Doubles)
- (5) Walk
- (6) Volley Ball (Teams)
- (7) Snooker
- (8) Chess
- (9) Any other assigned

1.7 Sports Committee

- (a) Sport Committee will be constituted from amongst the participants with following appointments:
 - (1) President
 - (2) Secretary (responsible for organizing all sports events)
 - (3) Two members
- (b) **Tasks of the Committee**
 - (1) Secure membership from participants for each Sport.
 - (2) Ensure organizing regular games for the participants as per timing reflected in the weekly program.
 - (3) Organize Sport competitions for all Sports in consultation with the administration.
 - (4) Organize prize distribution ceremony at the end of the Course under coordination of Admin.

1.8 Telephone

- (a) Mobile Phones are NOT ALLOWED in class, library and Syndicate Rooms.
- (b) *Telephone PTCL messages shall not be communicated to the participants in the classrooms except in rare cases of emergency with the permission of the Faculty member incharge. The messages shall be noted by the Receptionist and promptly communicated to the participants concerned during break or after the conclusion of the session.*
- (c) The Institute has **PABX** telephone exchange, numbers of which are **081-99203381-4**. The participants are not allowed to make or receive telephone calls or messages when the classes are in session.

1.9 Postal Arrangements

Outgoing

0800 to 1400 hours.

The incoming post is received by the Receptionist and diary and Dispatch clerk and is distributed among participants. The participants may receive mail at the following address:

C/o
Additional Directing Staff (Coordination)
National Institute of Management,
NIM,
Samungli Road,
Quetta.

1.10 Fax /Website

The NIM Fax number is 081-9203350& 081-9203365, which can be utilized for incoming faxes. **Email for NIM is nimqta@gmail.com**. The **website** of Institute is **www.nimqta.edu.pk**

1.11 Medical Facilities

- (a) The National Institute of Management (NIM) has a private medical officer Dr. Abdul Malik (Telephone 081-2828326), who attends from 1000 – 1330 hours and 1700 – 1900 hours on Monday to Friday except Saturday and Sunday. The participants of MCMC can avail clinical services from the medical officer however; they are requested to pay for medicines
- (b) Serious cases are referred to CMH in accordance with entitlement. Reimbursement is to be claimed from the respective department/ organization.

1.12 Private Use of Institute's Vehicles

- (a) There is a heavy pressure on Institutes' vehicles. However these shall be made available for departure/arrival and medical purposes.

- (b) Requests for casual use of Institute transport shall be addressed to admin on a requisition form available with Deputy Director (A&F), who will keep the Course Coordinator, informed of such demands.
- (c) Transport facility (if available) will be provided by the institute to the participants for their field visits, research work, simulation exercise assignments and study tour. Schedule of the field visits will be managed in collaboration with the Additional Directing Staff and admin officer.
- (d) For private use, staff car will be deputed on payment at prescribed rate plus overtime allowance to the driver subject to availability.

1.13 Car Parking

- (a) Parking area in the Institute has been specified within the premises of the institute.
- (b) Participants however, must obtain Parking Sticker from the Administration/ Program Section.

1.14 Smoking

The NIM has a no-smoking policy. Therefore **smoking is not permitted** in any covered area within the campus, particularly, Library, Computer Laboratory, Syndicate Rooms, Offices and Dining Hall having been declared as, **No Smoking Zone**.

1.15 Dress Code

- (a) For all indoor/outdoor activities following Dress Code will be observed:
 - (1) All working days (Monday to Thursday):
 - Lounge Suit along with shoes with laces
 - (2) Friday:
 - Shalwar-Qameez with black/ Tan blue waist Coat. Shoes without laces (moccasins shoes); Or Lounge Suit

1.16 Flash Drives and Android Mobile

In their own interest, the participants may bring with them their personal flash drives which will be of great utility to them in collection of data for their research topics and preparing presentations etc.

To take the maximum benefits of ICT and Evidence Based Decision Making events and activities of classes, participants are advised to bring with themselves the Android Mobile having the following specifications:

| | |
|-------------------|------------------------|
| Operating System: | Android 4:2 Jelly Bean |
| Memory: | 512 MB/4 GB ROM |
| Processor: | Upto dual Core |
| Connectivity: | Bluetooth, Wifi, GPRS |

1.17 LAPTOPS

The participants are advised to bring their personal laptops minimum specification is core-i3 for their use during the course specially BCURE Workshop (Simulation Exercise).

Following basic essentials are required to be known by the participants before joining MCMC:

1. On/Off of Computer
2. Internet Browsing
3. Preparation of Email address and use of email
4. Website opening and copying
5. Use of Windows
6. Use of USB

1.18 Special Instructions

Except staff car driver, no other security guard/policeman and vehicle other than staff car of participant are allowed to enter in the premises of NIM Quetta.

1.19 Photographs

Participants shall be required to submit **five** latest passport size photographs (in closed collar) on the date of joining.



National Institute of Management, Quetta



INSTITUTE FACULTY **&** **ADMINISTRATION**

INSTITUTE FACULTY AND ADMINISTRATION

Khwaja Ovais Adil

Director General

Khwaja Ovais Adil joined National Institute of Management (NIM) Quetta as Director General on 25th November, 2014. In 1989, he landed in Pakistan Audit & Accounts services (PAAS). He has more than 25 years of experience in the public and development sectors. He has been part of both the policy formulation and implementation levels. He has been serving on different key posts during his service. He has served as Joint Secretary/ Chief Finance and Accounts Officer (CFO) in Establishment Division, Islamabad. He has served as Additional Accountant General, AGPR, Balochistan, Director General Pakistan Audit & Accounts Academy, Quetta, Director General, Pakistan Bait-ul-Mal, Quetta and Director General Field Audit Operations, Islamabad. His academic discourse has led him to be a visiting Faculty Member at Iqra University, Balochistan, National Institute of Management (Ex-NIPA) Quetta and Rural Development Academy (RDA), Quetta.



The officer has also got the honour of special assignment to audit the Pakistani Embassies, Schools and PIA offices at Muscat, Oman, Bahrain, Qatar, Syria, Jordon, Iran, Spain, Turkey and Dubai. He has also attended seminars and workshops at different national and international levels.

Khwaja Shaukat Hussain

Chief Instructor

Khwaja Shaukat Hussain, Chief Instructor NIM Quetta academically holds Masters in Commerce and Public Administration with graduation in Law. Since 1990, the officer has been engaged in Training and Development of courses and also attended various national and international courses under ENA training in Paris and BCURE training under Harvard University. Khwaja Shaukat Hussain was nominated for the Civil Award of Tamgha-e-Imtiaz in 2016 for his meritorious services in Training and Development.



Mr. Habibullah

Additional Director (A&F)

Mr. Habibullah was appointed in NIM-Quetta as Administrative Officer (BS-17). He holds master's degree in International Relations from University of Balochistan. During entire service, he has contributed in conducting 38 Advanced Management Courses, all MCMCs and a large number of short courses. Most of the in-country and foreign study tours of the Advanced Management Courses were conducted/ managed by him. He has qualified MCMC-7 from NIM Lahore. Presently he is serving as faculty member. He has also worked as Chief Instructor. Apart from English, he possesses proficiency in other local languages like Balochi, Barahvi, Sindhi, Pushto, Potohari and Punjabi.



Jahanzeb Khan

Additional Directing Staff

Mr. Jahanzeb Khan has recently joined National Institute of Management Quetta as Additional Directing Staff in June 2018. As for as qualification is concerned the officer has done Masters in Development Studies and specialization in Governance Policy and Political Economy from the International Institute of Social Studies, The Hague, Netherlands. He has also done Masters in International Relations, LLB and MSc in Chemistry with distinction from the University of Balochistan.



The officer has the honor that Harvard University invited him to join the Global Policy Dialogue at the Harvard Kennedy School of Government USA. His areas of interest are policy, governance, development studies, transportation, poverty alleviation and healthcare management.

The officer belongs to Railways Transportation and Commercial Group. He has vast experience of more than fifteen years of serving in public and development sectors. He has served on various important positions such as and Deputy Secretary Japan Wing, The Economic Affairs Division, Islamabad; Section Officer, Finance Department and Deputy Secretary, Fisheries & Coastal Area Development Department, Government of Balochistan; Divisional Transportation and Commercial Officer, Divisional Personnel Officer, Pakistan Railways and Regional Program Director in People's Primary Healthcare Initiative Balochistan.

Muhammad Aslam Ghani

Additional Director Research

Mr. Aslam Ghani joined National Institute of Management Quetta on 11th September, 2017 on deputation, while working as Director Revenue in WASA Quetta. He holds Masters Degrees in Business Administration (Human Resource Management) from Preston University Islamabad and Urdu Literature from University of Balochistan. Diplomas in Information Technology, Computer Science and Graphic Designing. He has around 25 years work experience on various positions in various organizations/departments. Being Director Revenue, he brought out of box / innovative changes by launching Web Site, introducing online duplicate bills and online payments. He increased revenue from 26 million to 54 million in just one year. As Deputy Director Administration, he single handedly, managed to frame long awaiting QWASA Employees Service Regulations, got it approved/published from competent forum, which solved a lot of administrative problems being faced by WASA since its establishment in 1989. In the capacity of Administrative Officer, he setup Office of the Project Management Unit for one of the mega project in Balochistan i.e. Quetta Water Supply & Environmental Improvement Project (QWSEIP). He actively involved in educational activities under Non-Formal Education Directorate and written various stories and articles for years. He qualified 14th Mid Career Management Course in 2012 from NIM Quetta. During his service, he worked with national and international consultants and gained significant experience.



He remained very good athlete, travelled throughout Pakistan on bicycle, played under nineteen/first class cricket and still a good player of badminton.

Khalid Mahmood Lashari

Deputy Director (Program)

Mr. Khalid Mahmood Lashari joined NIM Quetta in 2006. He did M.Phil in Public Policy and Masters in Computer Sciences. He has very good command in Web Designing and Development as well as Digital Painting, Sketching, Islamic Art and Arabic/Urdu Calligraphy. He has conducted IT Phase of Advance Management Courses (AMC) and Mid-Career Management Courses (MCMC). Besides, he has also conducted short courses in Computer for UNDP, Pakistan Audit and Accounts Academy,



Asian Development Bank supported programs like Balochistan resource Management Program (BRMP), Decentralization Support Program (DSP) and other organizations.

He has vast working experience on various positions like IT, Procurement, Administration and Training. He has served seven years as Deputy Director (Program) at NIM Islamabad and played a key role in establishment of the Institute.

Mr. Mansoor Yousaf

Assistant Director IT/Audio Visual Officer/ DD (A&F)

He joined NIM Quetta in 1991. He holds Master's degree in Political Science and also has Post Graduate Diploma in Computer Sciences. He has assisted in MIS Phase of Advance Management Courses and MCMC. Besides, he conducted short courses in Computer studies for UNDP and other Organizations. He also performed duties as Accounts Officer, DD (Programme) and Transport Officer for more than six years. He is head of the I.T. section. Currently, he is holding the charge of Deputy Director (Admin and Finance).



Mr. Muhammad Ramzan Awan

Assistant Director (Admin)

He has been serving in this Institute since 2001. He got his masters degrees in International Relations, Political Science and Urdu from the University of Balochistan, Quetta. He has more than 25 years experience in Administration. He also has contributed in designing and conducting of short term training courses. He worked in the establishment and uplifting of NIM Library. He remained in touch with the developmental work of NIM-Quetta Complex since its commencement. He has rendered the services efficiently and affectively by attaining the aims and objectives of the Institute.





National Institute of Management, Quetta



LIST OF IMPORTANT TELEPHONE NUMBERS

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| 13 | Mr. Tanvir | Library Incharge | -- | -- | 1118 |
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| 15. | Reception | Hostel | -- | -- | 1023 |
| 16. | Ghulam Muhammad Kakar Caretaker Office Room No.01 | Caretaker Hostel | 081-2863748 | 03337822543 | 1023 |
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