

**Assam Administrative Staff College, Guwahati-22**  
**Training Calendar for the year 2011-12.**

Sl. No	Code No.	Course Title	Category	Sponsored By	Date		Course Director	Course Assistant
					From	To		
<b>April, 2011</b>								
1.	2011-12	Regional workshop of Head of ATI & Nodal officers for Intensive Training Programme – Training for All at AASC	State	DoPT /GOI Trg. for All Project	08/04/2011		A.Chakravarty	B.Bhagawati S.Rajkumar
<b>May, 2011</b>								
2.	2011-12	3- Day ToT Programme for Disaster Management under CBPR Project at AASC	State	CBPR Project/ DoPT, GOI	09/05/2011	11/05/2011	D.Misra	T.Boro
3.	2011-12	Participatory Rural Appraisal	State	DoPT/ GOI	23/05/2011	25/05/2011	Miranda Das	B.Talukdar
4.	2011-12	Sensitization of Govt. functionaries on Muslim Community	State	DoPT/ GOI	23/05/2011	25/05/2011	D.J.Kalita	K.Doungel
5.	2011-12	5-Day ToT Programme for Secondary Education under CBPR Project at AASC	State	CBPR Project/ DoPT,GOI	23/05/2011	27/05/2011	D.Misra	S.Rajkumar
6.	2011-12	Gender Issues	State	DoPT/ GOI	30/05/2011	01/06/2011	D.J.Kalita	K.Doungel
<b>June, 2011</b>								
7.	2011-12	IT Act & Cyber Laws	State	DoPT/ GOI	01/06/2011	03/06/2011	A.Chakravarty	S.Ghosh
8.	2010-11	Negotiation Skills	State	DoPT/ GOI	01/06/2011	03/06/2011	U.Doley	S.Rajkumar
9.	2011-12	Rehabilitation of the Disabled	State	DoPT/ GOI	06/06/2011	08/06/2011	S.Rahman	B.Bhagawati
10.	2011-12	Consumer Protection	State	DoPT/ GOI	06/06/2011	08/06/2011	P.R.Khaund	S.Rajkumar
11.	2010-11	Land Reforms	State	DoPT/ GOI	06/06/2011	10/06/2011	D.J.Kalita	K.Doungel
12.	2011-12	5-Day Basic training course for Secondary Education at Barpeta	State	CBPR Project/ DoPT, GOI	06/06/2011	10/06/2011	L.N.Thakur	T.Boro
13.	2011-12	5-Day Basic training course for Secondary Education at Dibrugarh	State	CBPR Project/ DoPT, GOI	06/06/2011	10/06/2011	D.Misra	S.Rajkumar
14.	2010-11	Effective Implementation of Anti Programme	State	DoPT/ GOI	13/06/2011	15/06/2011	A.Chakravarty	S.Rajkumar
15.	2011-12	Food Security	State	DoPT/ GOI	13/06/2011	15/06/2011	U.Doley	L.Neog
16.	2011-12	3-Day Basic training course for Disaster Management at Barpeta	State	CBPR Project/ DoPT, GOI	13/06/2011	15/06/2011	L.N.Thakur	T.Boro
17.	2011-12	3-Day Basic training course for Disaster Management at Dibrugarh	State	CBPR Project/ DoPT, GOI	13/06/2011	15/06/2011	D.Misra	S.Rajkumar
18.	2011-12	Financial Management	State	DoPT/ GOI	13/06/2011	17/06/2011	D.P.Tahu	S.Ghosh

19.	2011-12	Managing Information Technology	State	DoPT/ GOI	20/06/2011	24/06/2011	N.Sarma	L.Neog
20.	2011-12	5-Day Basic training course for Secondary Education at Barpeta	State	CBPR Project/ DoPT, GOI	20/06/2011	24/06/2011	L.N.Thakur	T.Boro
21.	2011-12	5-Day Basic training course for Secondary Education at Dibrugarh	State	CBPR Project/ DoPT, GOI	20/06/2011	24/06/2011	D.Misra	S.Rajkumar
22.	2011-12	One-Week Special training for IAS (Probationers)	State	LBSNAA	20/06/2011	25/06/2011	Miranda Das	S.Ghosh
23.	2011-12	Two-Week N.E. Darshan for IAS Officer Trainees of Assam-Meghalaya & AGMUT.	State	LBSNAA	26/06/2011	09/07/2011	Miranda Das	S.Ghosh
24.	2011-12	2-Day Sensitization course on Public Private Partnership (PPP)	State	GoA	27/06/2011	28/06/2011	U.Doley	T.Boro
25.	2011-12	Sustainable Development	State	DoPT/ GOI	27/06/2011	29/06/2011	D.J.Kalita	K.Doungel
26.	2010-11	Participatory Rural Appraisal	State	DoPT/ GOI	27/06/2011	29/06/2011	P.R.Khaund	S.Rajkumar
27.	2011-12	3-Day Basic training course for Disaster Management at Barpeta	State	CBPR Project/ DoPT, GOI	27/06/2011	29/06/2011	L.N.Thakur	T.Boro
28.	2011-12	3-Day Basic training course for Disaster Management at Dibrugarh	State	CBPR Project/ DoPT, GOI	27/06/2011	29/06/2011	D.Misra	S.Rajkumar
<b>July, 2011</b>								
29.	2011-12	Human Rights	State	DoPT/ GOI	04/07/2011	06/07/2011	P.R.Khaund	S.Rajkumar
30.	2011-12	Development & Environmental Issues	State	DoPT/ GOI	04/07/2011	06/07/2011	A.Chakravarty	B.Talukdar
31.	2011-12	Total Quality Management	State	DoPT/ GOI	04/07/2011	06/07/2011	D.J.Kalita	K.Doungel
32.	2011-12	Financial Management	State	DoPT/ GOI	04/07/2011	08/07/2011	B.Sarma	J.Das
33.	2011-12	Office Procedure & Accounts	State	DoPT/ GOI	11/07/2011	15/07/2011	D.P.Tahu	S.Ghosh
34.	2011-12	5-Day Basic on Public Private Partnership (PPP)	State	GoA	11/07/2011	15/07/2011	U.Doley	S.Rajkumar
35.	2011-12	Ethical Issues in Administration	State	DoPT/ GOI	18/07/2011	20/07/2011	U.Doley	B.Talukdar
36.	2011-12	Computer Aided Project Management	State	DoPT/ GOI	18/07/2011	22/07/2011	N.Sarma	J.Das
37.	2011-12	E-Governance Trends & Practice	State	DoPT/ GOI	25/07/2011	27/05/2011	L.N.Thakur	L.Neog
38.	2011-12	2-Day Sensitization course on Public Private Partnership (PPP)	State	GoA	27/07/2011	28/07/2011	Miranda Das	K.Doungel
<b>August, 2011</b>								
39.	2011-12	Negotiation Skills	State	DoPT/ GOI	01/08/2011	03/08/2011	D.Misra	T.Boro
40.	2011-12	Office Procedure & Accounts	State	DoPT/ GOI	01/08/2011	05/08/2011	B.Sarma	J.Das
41.	2011-12	Right to Information Act	State	DoPT/ GOI	08/08/2011	10/08/2011	U.Doley	B.Talukdar

42.	2011-12	MS Access	State	DoPT/ GOI	08/08/2011	10/08/2011	Nandini Sarma	J.Das
43.	2011-12	5-Day Basic on Public Private Partnership (PPP)	State	GoA	08/08/2011	12/08/2011	U.Doley/ Miranda Das	S.Rajkumar
44.	2011-12	Using the Internet & Creating Web Page Design	State	DoPT/ GOI	16/08/2011	20/08/2011	L.N.Thakur	L.Neog
45.	2010-11	Mentoring	National	DoPT/ GOI	23/08/2011	25/08/2011	D.Misra	T.Boro
46.	2010-11	Facilitation	National	DoPT/ GOI	23/08/2011	25/08/2011	N. Sarma	J.Das
47.	2011-12	2- Day course for senior Policy Makers on Public Private Partnership (PPP)	State	GoA	25/08/2011	26/08/2011	U.Doley/ Miranda Das	S.Ghosh
<b>September, 2011</b>								
48.	2011-12	Sensitization of Govt. functionaries on Muslim Community	State	DoPT/ GOI	01/09/2011	03/09/2010	P.R.Khaund	S.Rajkumar
49.	2011-12	Development & Environmental Issues	State	DoPT/ GOI	01/09/2011	03/09/2010	U.Doley	L.Neog
50.	2011-12	Stress Management	State	DoPT/ GOI	05/09/2011	07/09/2011	S.Rahman	B.Bhagawati
51.	2011-12	MS Access	State	DoPT/ GOI	05/09/2011	07/09/2011	L.N.Thakur	L.Neog
52.	2011-12	Financial Management	State	DoPT/ GOI	05/09/2011	09/09/2011	D.P.Tahu	S.Ghosh
53.	2011-12	Office Procedure & Accounts	State	DoPT/ GOI	12/09/2011	16/09/2011	B.Sarma	J.Das
54.	2011-12	Direct Trainer Skills	National	DoPT/ GOI	12/09/2011	16/09/2011	D.J.Kalita	K.Doungel
55.	2011-12	Managing Change in Organisation	State	DoPT/ GOI	19/09/2011	21/09/2011	D.Misra	T.Boro
56.	2011-12	Design of Training	National	DoPT/ GOI	19/09/2011	23/09/2011	D.J.Kalita	K.Doungel
57.	2011-12	Project Implementation, Monitoring & Evaluation	State	DoPT/ GOI	19/09/2011	23/09/2011	P.R.Khaund	S.Rajkumar
58.	2011-12	MPLADS Guidelines	State	GoA (P&D dept)	26/09/2011	27/09/2011	P.R.Khaund	S.Rajkumar
<b>October, 2011</b>								
59.	2011-12	Consumer Protection	State	DoPT/ GOI	13/10/2011	15/10/2011	A.Chakravarty	S.Rajkumar
60.	2011-12	Office Procedure & Accounts	State	DoPT/ GOI	31/10/2011	04/10/2011	D.P.Tahu	S.Ghosh
<b>November, 2011</b>								
61.	2011-12	Innovation in Administration for improving delivery of services	State	DoPT/ GOI	14/11/2011	16/11/2011	A.Chakravarty	S.Ghosh
62.	2011-12	Right to Information Act	State	DoPT/ GOI	14/11/2011	16/11/2011	P.R.Khaund	S.Rajkumar
63.	2011-12	Presentation and Communication Skills	State	DoPT/ GOI	14/11/2011	16/11/2011	D.Misra	T.Boro
64.	2011-12	Geographical Information Systems (GIS)	State	DoPT/ GOI	14/11/2011	18/11/2011	Nandini Sarma	J.Das

<b>December, 2011</b>								
65.	2011-12	R.T. Development Programmes on DTS	National	DoPT/ GOI	05/12/2011	23/05/2011	D.Misra	T.Boro
66.	2011-12	Standardizing service delivery – Citizens Charter	State	DoPT/ GOI	07/12/2011	09/12/2011	A.Chakravarty	S.Ghosh
67.	2011-12	Presentation and Communication Skills	State	DoPT/ GOI	07/12/2011	09/12/2011	A.Chakravarty	L.Neog
68.	2011-12	Court Procedure	State	DoPT/ GOI	12/12/2011	14/12/2011	P.R.Khaund	S.Rajkumar
69.	2011-12	Office Procedure & Accounts	State	DoPT/ GOI	12/12/2011	16/12/2011	D.P.Tahu	S.Ghosh
70.	2011-12	Project Implementation, Monitoring & Evaluation	State	DoPT/ GOI	12/12/2011	16/12/2011	D.Misra	*****
71.	2011-12	Computer Aided Project Management	State	DoPT/ GOI	12/12/2011	16/12/2011	L.N.Thakur	L.Neog
<b>January, 2012</b>								
72.	2011-12	Mentoring	National	DoPT/ GOI	02/01/2012	04/01/2012	L.N.Thakur	L.Neog
73.	2011-12	Right to Information Act	State	DoPT/ GOI	05/01/2012	07/01/2012	A.Chakravarty	S.Ghosh
74.	2011-12	Leadership & Team Building	State	DoPT/ GOI	05/01/2012	07/01/2012	D.Misra	T.Boro
<b>February, 2012</b>								
75.	2011-12	Training Need Analysis (TNA)	National	DoPT/ GOI	06/02/2012	17/02/2012	Nandini Sarma	J.Das

### Centre for Natural Disaster Management

Sl. No	Code No.	Course Title	Category	Sponsored By	Date		Course Director	Course Assistant
76.	DM-01	School Disaster Management Plan	State	CNDM	25/04/2011	27/04/2011	D.J.Kalita	
77.	DM-02	Flood Mitigation and Management	State	CNDM	09/05/2011	13/05/2011	D.J.Kalita	
78.	DM-03	Gender Issues and Disaster Management	State	CNDM	23/05/2011	25/05/2011	D.J.Kalita	
79.	DM-04	Earthquake Risk Mitigation and Management	State	CNDM	06/06/2011	10/06/2011	D.J.Kalita	
80.	DM-05	Formulation of District Disaster Management Plan	State	CNDM	22/06/2011	24/06/2011	D.J.Kalita	
81.	DM-06	Role of NGOs in Disaster Management	State	CNDM	06/07/2011	08/07/2011	D.J.Kalita	
82.	DM-07	Hospital Preparedness and Emergency Health Management	State	CNDM	20/07/2011	22/07/2011	D.J.Kalita	
83.	DM-08	Disaster Management	State	CNDM	02/08/2011	06/08/2011	D.J.Kalita	
84.	DM-09	School Disaster Management Plan	State	CNDM	23/08/2011	25/08/2011	D.J.Kalita	
85.	DM-10	Flood Mitigation and Management	State	CNDM	05/09/2011	09/09/2011	D.J.Kalita	
86.	DM-11	Gender Issues and Disaster Management	State	CNDM	28/09/2011	30/09/2011	D.J.Kalita	
87.	DM-12	Formulation of District Disaster Management Plan	State	CNDM	12/10/2011	14/10/2011	D.J.Kalita	
88.	DM-13	Role of NGOs in Disaster Management	State	CNDM	27/10/2011	29/10/2011	D.J.Kalita	
89.	DM-14	Earthquake Risk Mitigation & Management	State	CNDM	14/11/2011	18/11/2011	D.J.Kalita	
90.	DM-15	Hospital Preparedness and Emergency Health Management	State	CNDM	28/11/2011	30/11/2011	D.J.Kalita	
91.	DM-16	Disaster Management for ULBs	State	CNDM	07/12/2011	09/12/2011	D.J.Kalita	
92.	DM-17	Disaster Management for PRIs	State	CNDM	28/12/2011	30/12/2011	D.J.Kalita	
93.	DM-18	Earthquake Resistant Technology	State	CNDM	09/01/2012	11/01/2012	D.J.Kalita	
94.	DM-19	Disaster Management for PRIs	State	CNDM	07/02/2012	09/02/2012	D.J.Kalita	
95.	DM-20	Disaster Management for ULBs	State	CNDM	24/02/2012	26/02/2012	D.J.Kalita	
96.	DM-21	ToT for faculty of other training Programme	State	CNDM	12/03/2012	16/03/2012	D.J.Kalita	

## Sponsoring Agency wise Training Programmes for the year 2011 – 2012

	Sponsoring Agency	Back log	Current year	Total	
<b>Central</b>	State Category Training Programmes (DoPT) GoI	4	45	49	
	Trainer Development Programmes (DoPT) GoI	2	5	7	
	CBPR (DfID) : Project, (DoPT) GoI	X	10	10	
	Training for All : Project (DoPT) GoI	X	1	1	
	Public Private Partnership (PPP) Ministry of Finance/GoI	X	5	5	
	AGMUT Cadres (LBSNAA)	X	2	2	
	Civil Military Interface (DoPT) GoI				
	Nehru Yuva Kendra Sangathan Ministry of Youth Affairs & Sports (GoI)				
	Formulation of District Disaster Management (NIDM) Ministry of Home Affairs (CNDM) etc.	X	21	21	
	<b>Sub Total (A)</b>	<b>6</b>	<b>89</b>	<b>95</b>	
	<b>State</b>	MPLADS Guidelines	X	1	1
		Induction Course for ACS Officers (GoA)			
Mandatory In-service Training for ACS Officers (GoA)					
Computer Training for ACS Officers (GoA)					
RTI Workshop for ACS Officers (GoA)					
E-Governance for ACS Officers (GoA)					
In-service training of different Departments (GoA)					
Orientation course for IAS Probationers (GoA)					
Direct Trainer Skills Course for Secretariat (GoA)					
Design of Training Course for Secretariat (GoA)					
<b>Sub Total (B)</b>		<b>6</b>	<b>90</b>	<b>96</b>	
<b>Secretariat Training School</b>	Group –B Training for senior Administrative Assistant of Assam Secretariat.				
	Group – A Training for junior Administrative Assistant of Assam Secretariat				
	Induction Training for junior Administrative Assistant of Assam Secretariat (Group – A)				
	<b>Sub Total (C)</b>				
<b>Grand Total (A+B+C)</b>					

### Annual Training Calendar for the year 2011-12

Sl. No	Code No.	Course Title	Category	Sponsored By	Proposed Date		Duration
					From	To	
1.	2011-12	School Disaster Management Plan	State	CNDM	25/04/2011	27/04/2011	3 - Day
2.	2011-12	Flood Mitigation and Management	State	CNDM	09/05/2011	13/05/2011	5 – Day
3.	2011-12	Gender Issues and Disaster Management	State	CNDM	23/05/2011	25/05/2011	3 - Day
4.	2011-12	Earthquake Risk Mitigation and Management	State	CNDM	06/06/2011	10/06/2011	5 – Day
5.	2011-12	Formulation of District Disaster Management Plan	State	CNDM	22/06/2011	24/06/2011	3 – Day
6.	2011-12	Role of NGOs in Disaster Management	State	CNDM	06/07/2011	08/07/2011	3 – Day
7.	2011-12	Hospital Preparedness and Emergency Health Management	State	CNDM	20/07/2011	22/07/2011	3 – Day
8.	2011-12	Disaster Management	State	CNDM	02/08/2011	06/08/2011	5 – Day
9.	2011-12	School Disaster Management Plan	State	CNDM	23/08/2011	25/08/2011	3 – Day
10.	2011-12	Flood Mitigation and Management	State	CNDM	05/09/2011	09/09/2011	5 - Day
11.	2011-12	Gender Issues and Disaster Management	State	CNDM	28/09/2011	30/09/2011	3 – Day
12.	2011-12	Formulation of District Disaster Management Plan	State	CNDM	12/10/2011	14/10/2011	3 – Day
13.	2011-12	Role of NGOs in Disaster Management	State	CNDM	27/10/2011	29/10/2011	3 – Day
14.	2011-12	Earthquake Risk Mitigation & Management	State	CNDM	14/11/2011	18/11/2011	5 – Day
15.	2011-12	Hospital Preparedness and Emergency Health Management	State	CNDM	28/11/2011	30/11/2011	3 – Day
16.	2011-12	Disaster Management for ULBs	State	CNDM	07/12/2011	09/12/2011	3 – Day
17.	2011-12	Disaster Management for PRIs	State	CNDM	28/12/2011	30/12/2011	3 – Day
18.	2011-12	Earthquake Resistant Technology	State	CNDM	09/01/2012	11/01/2012	3 – Day
19.	2011-12	Disaster Management for PRIs	State	CNDM	07/02/2012	09/02/2012	3 – Day
20.	2011-12	Disaster Management for ULBs	State	CNDM	24/02/2012	26/02/2012	3 – Day
21.	2011-12	ToT for faculty of other training Programme	State	CNDM	12/03/2012	16/03/2012	5 – Day

**DfID Training Courses to be incorporated in training calendar 2011-12.**

1.	2011-12	3- Day ToT Programme for Disaster Management under CBPR Project at AASC	State	CBPR Project/ DoPT,GOI	09/05/2011	11/05/2011	D.Misra	S.Rajkumar
2.	2011-12	5-Day ToT Programme for Secondary Education under CBPR Project at AASC	State	CBPR Project/ DoPT,GOI	23/05/2011	27/05/2011	L.N.Thakur	T.Boro
3.	2011-12	5-Day Basic training course for Secondary Education at Barpeta	State	CBPR Project/ DoPT,GOI	06/06/2011	10/06/2011	L.N.Thakur	T.Boro
4.	2011-12	3-Day Basic training course for Disaster Management at Barpeta	State	CBPR Project/ DoPT,GOI	13/06/2011	15/06/2011	L.N.Thakur	T.Boro
5.	2011-12	5-Day Basic training course for Secondary Education at Barpeta	State	CBPR Project/ DoPT,GOI	20/06/2011	24/06/2011	L.N.Thakur	T.Boro
6.	2011-12	3-Day Basic training course for Disaster Management at Barpeta	State	CBPR Project/ DoPT,GOI	27/06/2011	29/06/2011	L.N.Thakur	T.Boro
7.	2011-12	5-Day Basic training course for Secondary Education at Dibrugarh	State	CBPR Project/ DoPT,GOI	06/06/2011	10/06/2011	D.Misra	S.Rajkumar
8.	2011-12	3-Day Basic training course for Disaster Management at Dibrugarh	State	CBPR Project/ DoPT,GOI	13/06/2011	15/06/2011	D.Misra	S.Rajkumar
9.	2011-12	5-Day Basic training course for Secondary Education at Dibrugarh	State	CBPR Project/ DoPT,GOI	20/06/2011	24/06/2011	D.Misra	S.Rajkumar
10.	2011-12	3-Day Basic training course for Disaster Management at Dibrugarh	State	CBPR Project/ DoPT,GOI	27/06/2011	29/06/2011	D.Misra	S.Rajkumar

**PPP Training Programmes to be incorporated in the training calendar 2011-12**

Sl. No	Code No.	Course Title	Category	Sponsored By	Date	Course Director	Course Assistant	
1.	2011-12	2-Day Sensitization course for PPP	State	Ministry of Finance/ GOI	27/06/2011	28/06/2011	U.Doley/ Miranda Das	T.Boro
2.	2011-12	5-Day Basic course for PPP	State	Ministry of Finance/ GOI	11/07/2011	15/07/2011	U.Doley/ Miranda Das	S.Rajkumar
3.	2011-12	2-Day Sensitization course for PPP	State	Ministry of Finance/ GOI	27/07/2011	28/07/2011	U.Doley/ Miranda Das	K.Doungel
4.	2011-12	5-Day Basic course for PPP	State	Ministry of Finance/ GOI	08/08/2011	12/08/2011	U.Doley/ Miranda Das	T.Boro
5.	2011-12	2- Day course for senior Policy Makers of PPP	State	Ministry of Finance/ GOI	25/08/2011	26/08/2011	U.Doley/ Miranda Das	S.Ghosh



