

**Assam Administrative Staff College, Guwahati-22  
Training Calendar for 2010-11.**

Sl. No	Code No.	Course Title	Category	Sponsored By	Date		Course Director	Course Assistant
					From	To		
<b>April, 2010</b>								
1.	2009-10	2-Day Disposal on RTI Application for SPIOs	State	GOA	05/04/2010	06/04/2010	U. Doley	K.Doungel
2.	2009-10	Accounts Management & Office Procedure	State	GOA	05/04/2010	09/04/2010	D.P.Tahu	S.Ghosh
3.	2009-10	MS Office Productivity Tools	State	GOA	05/04/2010	09/04/2010	L.N.Thakur	L.Neog
4.	2009-10	Financial Management	State	GOA	19/04/2010	23/04/2010	B.Sarma	L.Neog
5.	2009-10	Planning & Management of Watershed	State	DoPT/GOI	19/04/2010	23/04/2010	A.Chakravarty	S.Ghosh
6.	2009-10	2-Day Disposal on RTI Application for SPIOs	State	GOA	26/04/2010	27/04/2010	L.N.Thakur	L.Neog
7.	2009-10	Accounts Management & Office Procedure	State	GOA	26/04/2010	30/04/2010	D.P.Tahu	S.Ghosh
<b>May, 2010</b>								
8.	2010-11	Foundation Training for ACS & Allied services	State	GOA	03/05/2010	14/05/2010	D.J.Kalita/ U.Doley	S.Ghosh T.Boro K.Doungel S.Rajkumar
9.	2010-11	Using the Internet & Creating Webpage Design	State	DoPT/GOI	17/05/2010	21/05/2010	L.N.Thakur	L.Neog
10.	2009-10	Project Implementation Monitoring & Evaluation	State	GOA	17/05/2010	21/05/2010	D.Misra	T.Boro
11.	2010-11	Financial Management	State	DoPT/GOI	17/05/2010	21/05/2010	D.P. Tahu	S.Ghosh
12.	2010-11	Consumer Protection	State	DoPT/GOI	24/05/2010	26/05/2010	P..R.Khaund	S.Rajkumar
<b>June, 2010</b>								
13.	2010-11	Food Security	State	DoPT/GOI	01/06/2010	03/06/2010	U. Doley	K.Doungel
14.	2009-10	Computer Training Course for ACS Officers	State	GOA	01/06/2010	05/06/2010	N.Sarma	B.Talukdar
15.	2010-11	Managing Information Technology	State	DoPT/GOI	07/06/2010	11/06/2010	N.Sarma	L.Neog
16.	2010-11	Direct Trainer Skills (DTS)	National	DoPT/GOI	07/06/2010	11/06/2010	P.R.Khaund	S.Rajkumar
17.	2010-11	Financial Management	State	DoPT/GOI	14/06/2010	18/06/2010	Biren Sarma	L.Neog
18.	2010-11	Design of Training (DoT)	National	DoPT/GOI	14/06/2010	18/06/2010	P.R.Khaund	S.Rajkumar
19.	2009-10	Computer Training Course for ACS Officers	State	GOA	14/06/2010	18/06/2010	L.N.Thakur	T.Boro
20.	2010-11	Project Implementation, Monitoring & Evaluation	State	DoPT/GOI	21/06/2010	25/06/2010	D.P.Misra	T.Boro
21.	2010-11	Windows & MS Office	State	DoPT/GOI	21/06/2010	25/06/2010	L.N.Thakur	L.Neog

22.	2010-11	Special one week training programme for IAS (P) of AGMUT & N.E. Cadres - 2009 batch.	State	LBSNAA	21/06/2010	25/06/2010	A.Chakravarty	S.Ghosh
23.	2010-11	Two-Week N.E. Darshan of IAS (P) AGMUT and N.E. Cadre – 2009 batch	State	LBSNAA	27/06/2010	10/07/2010	A.Chakravarty	S.Ghosh
24.	2010-11	Urban Planning vis-à-vis Climate Change	State	DoPT/GOI	28/06/2010	30/06/2010	U. Doley	K..Doungel
25.	2010-11	Sensitization of Govt. functionaries on Muslim Community	State	DoPT/GOI	28/06/2010	30/06/2010	S.Rahman	S.Rajkumar
<b>July, 2010</b>								
26.	2009-10	2-Day Workshop on RTI for ACS Officers	State	GOA	01/07/2010	02/07/2010	U.Doley	T.Boro
27.	2009-10	MS Office Productivity Tools	State	GOA	05/07/2010	09/07/2010	N.Sarma	B.Talukdar
28.	2010-11	Development & Environmental Issues	State	DoPT/GOI	05/07/2010	09/07/2010	D.J.Kalita	K.Doungel
29.	2010-11	One-week Orientation Programme for IAS (P) Assam – Meghalaya Cadre.	State	GOA	12/07/2010	16/07/2010	A.Chakravarty	S.Ghosh
30.	2010-11	Financial Management	State	DoPT/GOI	12/07/2010	16/07/2010	D.P.Tahu	S.Ghosh
31.	2010-11	Project Management, Monitoring & Evaluation	State	DoPT/GOI	12/07/2010	16/07/2009	U. Doley	S.Rajkumar
32.	2010-11	Earthquake Resistant Technology	State	DoPT/GOI	12/07/2010	16/07/2009	D.J.Kalita	K.Doungel
33.	2010-11	2 – Day Regional Conference on Excellence in Governance	Regional	GOI A.R & T	14/07/2010	15/07/2010	S. Rahman	T.Boro
34.	2010-11	Sensitization of Govt. functionaries on Muslim Community	State	DoPT/GOI	19/07/2010	21/07/2010	D.J. Kalita	K.Doungel
35.	2009-10	Computer Training Course for ACS Officers	State	GOA	19/07/2010	23/07/2010	N.Sarma	B.Talukdar
36.	2010-11	Sustainable Development	State	DoPT/GOI	19/07/2010	23/07/2010	U. Doley	L.Neog
37.	2010-11	ToT on CBPR (DfID) Project	State	DoPT/GOI	19/07/2010	24/07/2010	D.Misra	K.Doungel
38.	2009-10	2-week Mandatory In-service Training Course for ACS Officers ( 18 years & above)	State	GOA	26/07/2010	06/08/2010	P.R.Khaund/ D.Misra	T.Boro K.Doungel S.Rajkumar
<b>August, 2010</b>								
39.	2010-11	Windows & MS Office	State	DoPT/GOI	02/08/2010	06/08/2010	N.Sarma	J.Das
40.	2010-11	Mentoring	National	DoPT/GOI	09/08/2010	11/08/2009	D..Misra	T.Boro
41.	2010-11	Human Rights	State	DoPT/GOI	09/08/2010	11/08/2009	S.Rahman	S.Ghosh
42.	2010-11	Computer Aided Project Management	State	DoPT/GOI	09/08/2010	13/08/2009	L.N.Thakur	L.Neog
43.	2010-11	Training Needs Analysis (TNA)	National	DoPT/GOI	16/08/2010	27/08/2010	N. Sarma	B.Talukdar
44.	2010-11	MS Access	State	DoPT/GOI	17/08/2010	19/08/2010	L.N. Thakur.	L.Neog

45.	2010-11	Land Reforms	State	DoPT/ GOI	17/08/2010	21/08/2010	D.J.Kalita	K.Doungel
46.	2010-11	Refresher Training Programme for District Youth Coordinator of NYKS.	State	NYKS	17/08/2010	21/08/2010	U.Doley	T.Boro
47.	2010-11	Participatory Rural Appraisal (PRA)	State	DoPT/ GOI	23/08/2010	25/08/2010	D.Misra	T.Boro
48.	2010-11	Sensitization of Govt. functionaries on Muslim Community	State	DoPT/ GOI	23/08/2010	25/08/2010	P.R.Khaund	S.Rajkumar
49.	2010-11	Office Procedure & Accounts	State	DoPT/ GOI	23/08/2010	27/08/2010	D.P.Tahu	S.Ghosh
50.	2009-10	Computer Training Course for ACS Officers	State	GOA	23/08/2010	27/08/2010	L.N.Thakur	L.Neog
51.	2009-10	ToT on CBPR (DfID) Project	State	DoPT/ GOI	30/08/2010	04/09/2010	D.Misra	K.Doungel
<b>September, 2010</b>								
52.	2009-10	2-Day Workshop on E-Governance for ACS Officers.	State	GOA	02/09/2010	03/09/2010	L.N.Thakur	L.Neog
53.	2010-11	Consumer Protection	State	DoPT/ GOI	02/09/2010	04/09/2010	A.Chakravarty	S.Rajkumar
54.	2010-11	Role of NGOs/PRIs in Disaster Management	State	DoPT/ GOI	06/09/2010	08/09/2010	D.J.Kalita	K.Doungel
55.	2010-11	Energy Management in Urban Planning	State	DoPT/ GOI	06/09/2010	08/09/2010	S.Rahman	P.Choudhury
56.	2010-11	MS Excel	State	DoPT/ GOI	06/09/2010	08/09/2010	L.N.Thakur	L.Neog
57.	2010-11	Right to Information Act, 2005	State	DoPT/ GOI	13/09/2010	15/09/2010	P.R. Khanud	S.Rajkumar
58.	2010-11	Total Quality Management	State	DoPT/ GOI	13/09/2010	15/09/2010	D.J. Kalita	K.Doungel
59.	2010-11	Standardizing Service Delivery – Citizens Charter	State	DoPT/ GOI	13/09/2010	15/09/2010	A.Chakravarty	J.Das
60.	2010-11	Office Procedure & Accounts	State	DoPT/ GOI	20/09/2010	24/09/2010	D.P. Tahu	S.Ghosh
61.	2010-11	Presentation & Communication Skills	State	DoPT/ GOI	20/09/2010	24/09/2010	D. Misra	T.Boro
62.	2009-10	R.U. Development of ELT	National	DoPT/ GOI	20/09/2010	01/10/2010	N.Sarma	B.Talukdar
63.	2010-11	Effective Implementation of Anti Poverty Programme	State	DoPT/ GOI	27/09/2010	29/09/2010	A.Chakravarty	S.Rajkumar
64.	2010-11	Ethical Issues in Administration	State	DoPT/ GOI	27/09/2010	29/09/2010	U. Doley	K.Doungel
65.	2010-11	Project Management	State	DoPT/ GOI	27/09/2010	01/10/2010	P.R.Khaund	S.Rajkumar
<b>October, 2010</b>								
66.	2010-11	Empowerment of Women	State	DoPT/ GOI	04/10/2010	08/10/2010	S.Rahman	S.Ghosh
67.	2010-11	Office Procedure & Accounts	State	DoPT/ GOI	04/10/2010	08/10/2010	Biren Sarma	L.Neog
68.	2010-11	Managing Change in Organisation	State	DoPT/ GOI	04/10/2010	08/10/2010	D. Misra	T.Boro
69.	2010-11	2-Day Disposal of RTI Application for SPIOs	State	GOA	11/10/2010	12/10/2010	A.Chakravarty	B.Bhagawati

70.	2010-11	Court Procedure	State	DoPT/ GOI	11/10/2010	13/10/2010	P.R.Khaund	S.Rajkumar
71.	2010-11	E-Governance Trends & Practices	State	DoPT/ GOI	11/10/2010	13/10/2010	N.Sarma	J.Das
72.	2010-11	Facilitation	National	DoPT/ GOI	25/10/2010	27/10/2010	D.P.Misra	T.Boro
73.	2010-11	Management of Training (MoT)	State	DoPT/ GOI	25/10/2010	29/10/2010	N.Sarma	B.Talukdar
74.	2010-11	Project Implementation Monitoring & Evaluation	State	GOA	25/10/2010	29/10/2010	D.J.Kalita	K.Doungel
75.	2010-11	Computer Training Course for ACS Officers	State	GOA	25/10/2010	29/10/2010	L.N.Thakur	L.Neog
<b>November, 2010</b>								
76.	2010-11	Geographical Information Systems (GIS)	State	DoPT/ GOI	01/11/2010	05/11/2010	L.N. Thakur	L.Neog
77.	2010-11	2- Week Mandatory In-Service Training Course for ACS Officers	State	GOA	01/11/2010	12/11/2010	A.Chakravarthy/ U.Doley	S.Ghosh T.Boro K.Doungel S.Rajkumar
78.	2010-11	Leadership & Team Building	State	DoPT/ GOI	18/11/2010	20/11/2010	D. Misra	T.Boro
79.	2010-11	2-Day training on E-Governance	State	GOA	19/11/2010	20/11/2010	L.N.Thakur	L.Neog
80.	2010-11	Right to Information Act, 2005	State	DoPT/ GOI	22/11/2010	24/11/2010	U. Doley	S.Rajkumar
81.	2010-11	Disaster / Crisis Management	State	GOA	22/11/2010	26/11/2010	D.J.Kalita	K.Doungel
82.	2010-11	Office Procedure & Accounts	State	DoPT/ GOI	22/11/2010	26/11/2010	Biren Sarma	P.Choudhury
83.	2010-11	Computer Training Course for ACS Officers	State	GOA	22/11/2010	26/11/2010	N.Sarma	B.Talukdar
84.	2010-11	2-Day Workshop on Right to Information Act, 2005 for ACS Officers	State	GOA	29/11/2010	30/11/2010	P.R.Khaund	S.Rajumar
85.	2010-11	Citizen's Charter	State	DoPT/ GOI	29/11/2010	01/12/2010	A.Chakravarty	S.Ghosh
86.	2010-11	Training Programme on Civil Military Interface	State	DoPT/ GOI	29/11/2010	03/12/2010	P.R.Khaund/ D.P.Misra	T.Boro
<b>December, 2010</b>								
87.	2010-11	2-Day Disposal of RTI Application for SPIOs	State	GOA	03/12/2010	04/12/2010	P.R.Khaund	S.Rajkumar
88.	2010-11	2-Day training on E-Governance	State	GOA	03/12/2010	04/12/2010	N.Sarma	J.Das
89.	2010-11	Revenue Administration	State	GOA	06/12/2010	08/12/2010	D.J.Kalita	K.Doungel
90.	2010-11	Project Implementation Monitoring & Evaluation	State	GOA	06/12/2010	10/12/2010	D.Misra	T.Boro
91.	2010-11	Management Development Programme for Cooperation Department Officers	State	GOA	06/12/2010	10/12/2010	S.Rahman	S.Rajkumar
92.	2010-11	Sales Tax Officers	State	GOA	06/12/2010	10/12/2010	U.Doley	P.Choudhury
93.	2010-11	MS Word & Power Point	State	DoPT/ GOI	13/12/2010	15/12/2010	N. Sarma	B.Talukdar
94.	2010-11	Management Development Programme for Registering Officers (Revenue)	State	GOA	13/12/2010	17/12/2010	D.J.Kalita	K.Doungel

95.	2010-11	Project Management	State	GOA	13/12/2010	17/12/2010	A.Chakravarty	S.Ghosh
96.	2009-10	ToT on Training for All (Project)	State	DoPT/GOI	13/12/2010	18/12/2010	D.Misra	B.Bhagawati
97.	2010-11	2-Day Disposal of RTI Application for SPIOs	State	GOA	20/12/2010	21/12/2010	U.Doley	B.Bhagawati
98.	2010-11	Computer Training Course for ACS Officers	State	GOA	20/12/2010	24/12/2010	L.N.Thakur	L.Neog
99.	2010-11	Training course for Audit Personnel	State	GOA	27/12/2010	28/12/2010	D.P.Tahu	S.Ghosh
100.	2010-11	MS Office Productivity Tools	State	GOA	27/12/2010	31/12/2010	N.Sarma	J.Das
101.	2010-11	Role of NGOs in Rural Development	State	DoPT/GOI	28/12/2010	30/12/2010	A. Chakravarty	S.Ghosh
<b>January, 2011</b>								
102.	2010-11	Office Procedure & Accounts	State	DoPT/GOI	03/01/2011	07/01/2011	D.P. Tahu	S.Ghosh
103.	2010-11	Computer Training Course for ACS Officers	State	GOA	03/01/2011	07/01/2011	L.N.Thakur	L.Neog
104.	2010-11	Negotiation Skills	State	DoPT/GOI	04/01/2011	06/01/2011	D.P.Misra	T.Boro
105.	2010-11	2-Day Workshop on Right to Information Act, 2005 for ACS Officers	State	GOA	05/01/2011	06/01/2011	A.Chakravarty	P.Choudhury
106.	2010-11	2-Day Workshop on E-Governance for ACS Officers	State	GOA	24/01/2011	25/01/2011	N.Sarma	B.Talukdar
<b>February, 2011</b>								
107.	2010-11	Negotiation Skills	State	DoPT/GOI	01/02/2011	03/01/2011	U.Doley	S.Rajkumar
108.	2010-11	2-Week Mandatory In-service Training Course for ACS Officers	State	GOA	01/02/2011	12/02/2011	P.R.Khaund D.Misra	S.Ghosh T.Boro K.Doungel S.Rajkumar
109.	2010-11	R.T Development of Evaluation	National	DoPT/GOI	07/02/2011	25/02/1011 Subject to approval of DoPT	L.N.Thakur	T.Boro
110.	2010-11	Disaster/Crisis Management	State	GOA	14/02/2011	18/02/2011	D.J.Kalita	K.Doungel
111.	2010-11	Project Management	State	GOA	14/02/2011	18/02/2011	A.Chakravarty	J.Das
112.	2009-10	ToT on Training for All (Project)	State	DoPT/GOI	14/02/2011	19/02/2011	D.Misra	B.Bhagawati
113.	2010-11	Training course for Audit Personnel	State	GOA	21/02/2011	22/02/2011	D.P. Tahu	S.Ghosh
114.	2010-11	MS Office Productivity Tools	State	GOA	21/02/2011	25/02/2011	N.Sarma	B.Talukdar
115.	2010-11	Management Development for Cooperation Department Officers	State	GOA	21/02/2011	25/02/2011	U.Doley	K.Doungel
116.	2010-11	Conflict Management	State	GOA	28/02/2011	02/03/2011	D.Misra	T.Boro

**March, 2011**

117.	2010-11	2-Day Workshop on E-Governance for ACS Officers	State	GOA	07/03/2011	08/03/2011	L.N.Thakur	L.Neog
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**Centre for Natural Disaster Management**

Sl. No	Code No.	Course Title	Category	Sponsored By	Date		Course Director	Course Assistant
118.	DM-01	D/M training for L.P & M.E. School Teachers	State	CNDM	05/04/2010	09/05/2010	D.J.Kalita	
119.	DM-02	D/M training for NGOs	State	CNDM	19/04/2010	23/04/2010	D.J.Kalita	
120.	DM-03	D/M training for PRIs (AP President)	State	CNDM	03/05/2010	07/05/2010	D.J.Kalita	
121.	DM-04	Disaster/Crisis Management	State	CNDM	17/05/2010	21/05/2010	D.J.Kalita	
122.	DM-05	DM training for High & Higher Secondary School teachers	State	CNDM	07/06/2010	11/05/2010	D.J.Kalita	
123.	DM-06	Gender Issues & Disaster Management	State	CNDM	21/06/2010	25/06/2010	D.J.Kalita	
124.	DM-07	Earthquake Risk Mitigation & Management	State	CNDM	19/07/2010	23/07/2010	D.J.Kalita	
125.	DM-08	ToT on D/M and School Safety	State	CNDM	09/08/2010	13/08/2010	D.J.Kalita	
126.	DM-09	Formulation of DDMP	State	CNDM	19/08/2010	21/08/2010	D.J.Kalita	
127.	DM-10	ToT for faculty of other training Institutes	State	CNDM	23/08/2010	28/08/2010	D.J.Kalita	
128.	DM-11	Earthquake Resistant Technology	State	CNDM	06/09/2010	08/09/2010	D.J.Kalita	
129.	DM-12	Hospital Preparedness & Emergency Health Management	State	CNDM	14/09/2010	16/09/2010	D.J.Kalita	
130.	DM-13	D/M training for PRIs (G.P. President)	State	CNDM	20/09/2010	24/09/2010	D.J.Kalita	
131.	DM-14	D/M training PRIs (A.P. President)	State	CNDM	04/10/2010	08/10/2010	D.J.Kalita	
132.	DM-15	D/M training for G.P. President	State	CNDM	25/10/2010	29/10/2010	D.J.Kalita	
133.	DM-16	ToT on D/M & School safety	State	CNDM	08/11/2010	11/11/2010	D.J.Kalita	
134.	DM-17	D/M training for Govt. Offices	State	CNDM	06/12/2010	10/12/2010	D.J.Kalita	
135.	DM-18	D/M training for NGOs	State	CNDM	20/12/2010	24/12/2010	D.J.Kalita	
136.	DM-19	Training D/M for ULBs	State	CNDM	03/01/2011	07/01/2011	D.J.Kalita	
137.	DM-20	Formulation of DDMPL	State	CNDM	18/01/2011	20/01/2011	D.J.Kalita	
138.	DM-21	Flood D/M Risk Mitigation & Management	State	CNDM	07/02/2011	11/02/2011	D.J.Kalita	

**Sponsoring Agency wise training programmes for the year 2010 – 2011**

	Sponsoring Agency	Back log	Current year	Total
Central	State Category Training Programmes (DoPT)	1	52	53
	Trainer Development Programmes (DoPT)	1	6	7
	CBPR (DfID) : Project, (DoPT)	2	X	2
	Training for All : Project (DoPT)	2	X	2
	2-Day Regional Conference (AR & PG) GOI	X	1	1
	AGMUT Cadres (LBSNAA)	X	2	2
	Civil Military Interface (DoPT)	X	1	1
	Nehru Yuva Kendra Sangathan Ministry of Youth Affairs & Sports, (GoI)	X	1	1
	Ministry of Home Affairs (CNDM) etc.	X	21	21
	<b>Sub Total (A)</b>	<b>6</b>	<b>84</b>	<b>90</b>
	State	Foundation Course for ACS & Allied Services	X	1
Mandatory In-service Training for ACS Officers, (GoA)		1	2	3
Computer Training for ACS Officers, (GoA)		4	4	8
RTI Workshop for ACS Officers (GoA)		1	2	3
E-Governance for ACS Officers (GoA)		1	2	3
In-service training of different Departments (GoA)		8	21	29
Orientation course for IAS Probationers (GoA)		X	1	1
<b>Sub Total (B)</b>		<b>15</b>	<b>33</b>	<b>48</b>
<b>Grand Total (A+B)</b>		<b>21</b>	<b>117</b>	<b>138</b>