

Training Calendar of Assam Administrative Staff College Guwahati for the year 2012-13.

Sl. No	Code No.	Course Title	Category	Sponsored By	Date		Course Director	Course Assistant
					From	To		
April, 2012								
1.	2011-12	Two-Day Disposal of RTI Application for SPIOs	State	GoA	02/04/2012	03/04/2012	P.R.Khaund	S.Rajkumar
2.	2011-12	Two-Day training on e-governance	State	GoA	10/04/2012	11/04/2012	N.Sarma	L.Neog
3.	2011-12	Departmental Proceedings	State	GoA	10/04/2012	12/04/2012	D.J.Kalita	K.Doungel
4.	2011-12	Two-Day Disposal of RTI Application for SPIOs	State	GoA	18/04/2012	19/04/2012	C.D.Singh	C.Mili
5.	2011-12	Personal Development	State	GoA	18/04/2012	20/04/2012	Miranda Das	R.Bhatta
6.	2011-12	Project Management	State	GoA	23/04/2012	27/04/2013	U.Doley	K.Doungel
7.	2011-12	Office Procedure & Accounts	State	GoA	23/04/2012	27/04/2013	Biren Sarma	B.Talukdar
8.	2011-12	MS Office Productivity Tools	State	GoA	23/04/2012	27/04/2013	N.Sarma	L.Neog
May, 2012								
9.	2011-12	Sensitization of Government Functionaries on Muslim Community	State	DoPT/ GoI	02/05/2012	04/05/2012	D.J. Kalita	S.Rajkumar
10.	2011-12	Conflict Management	State	GoA	03/05/2012	05/03/2012	D.Misra	T.Boro
11.	2011-12	Personal Development	State	GoA	03/05/2012	05/03/2012	A.Chakravarty	R.Bhatta
12.	2012-13	Right to Information Act, 2005	State	DoPT/ GoI	07/05/2012	09/05/2012	U. Doley	L. Neog
13.	2011-12	Training Course for Audit Officers	State	GoA	07/05/2012	11/05/2012	D.P.Tahu	S.Ghosh
14.	2012-13	Gender Issues	State	DoPT/ GoI	14/05/2012	16/05/2012	A.Chakravarty	S. Ghosh
15.	2011-12	Presentation and Communication Skills	State	DoPT/ GoI	14/05/2012	16/05/2012	Miranda Das	K. Doungel
16.	2012-13	MS Access	State	DoPT/ GoI	21/05/2012	23/05/2012	N.Sarma	C. Mili
17.	2012-13	Financial Management	State	DoPT/ GoI	21/05/2012	25/05/2012	B. Sarma	R. Bhatta

❖ The scheduled dates of the training courses may change due to unavoidable reasons. Information regarding the same may be obtained from the concerned course directors.

June, 2012								
18.	2012-13	Direct Trainer Skills (DTS)	National	DoPT/ GoI	04/06/2012	08/06/2012	D.J.Kalita	K. Doungel
19.	2012-13	Food Security	State	DoPT/ GoI	11/06/2012	13/06/2013	U. Doley	L. Neog
20.	2012-13	Design of Training (DoT)	National	DoPT/ GoI	11/06/2012	15/06/2012	D.J.Kalita	K. Doungel
21.	2012-13	Office Procedure & Accounts	State	DoPT/ GoI	18/06/2012	22/06/2012	D.P.Tahu	S. Ghosh
22.	2012-13	One week Special Training for IAS Officer Trainees of 2011 batch	State	LBSNAA	18/06/2012	23/06/2012	Miranda Das	S.Ghosh
23.	2012-13	Result Frameworks Documents	State	GoA	21/06/2012	22/06/2012	P.R.Khaund	T.Boro
24.	2012-13	Two Week North East Darshan for IAS Officer Trainees & A/M, M/T & AGMUT Cadres.	State	LBSNAA	24/06/2012	07/07/2012	C.D.Singh	S.Ghosh
25.	2012-13	MS Excel	State	DoPT/ GoI	25/06/2012	27/06/2012	N.Sarma	B. Talukdar
26.	2012-13	Community Resources	State	DoPT/ GoI	25/06/2012	27/06/2012	D. Misra	T.Boro

		Management						
July, 2012								
27.	2012-13	Sensitization of Government Functionaries on Muslim Community	State	DoPT/ GoI	02/07/2012	04/07/2012	P.R. Khaund	S. Rajkumar
28.	2012-13	Human Rights	State	DoPT/ GoI	09/07/2012	11/07/2012	D.J.Kalita	K.Doungel
29.	2012-13	Orientation Programme for IAS (Probationers) of Assam –Meghalaya Cadre 2011 batch.	State	GoA	09/07/2012	13/07/2012	Miranda Das	S.Ghosh
30.	2012-13	Office Procedure & Accounts	State	DoPT/ GoI	16/07/2012	20/07/2012	B.Sarma	L. Neog
31.	2012-13	Computer Aided Project Management	State	DoPT/ GoI	16/07/2012	20/07/2012	L.N. Thakur	B. Talukdar
32.	2012-13	2-Day Workshop on Results Framework Document (RFD)	State	DoPT/GoI	23/07/2012	24/07/2012	D.J.Kalita/ Miranda Das	T.Boro/ K.Doungel
August, 2012								
33.	2012-13	Right to Information Act, 2005	State	DoPT/ GoI	01/08/2012	03/08/2012	P.R. Khaund	T. Boro
34.	2012-13	Office Procedure & Accounts	State	DoPT/ GoI	06/08/2012	10/08/2012	D.P.Tahu	S. Ghosh
35.	2012-13	Using the Internet & Creating Web Page Design	State	DoPT/ GoI	06/08/2012	10/08/2012	L.N. Thakur	L. Neog
36.	2012-13	Development & Environmental Issues	State	DoPT/ GoI	22/08/2012	24/08/2012	D.J. Kalita	K.Doungel
37.	2012-13	Stress Management	State	DoPT/ GoI	27/08/2012	29/08/2012	Miranda Das	B.Talukdar
38.	2012-13	Negotiation Skills	State	DoPT/ GoI	27/08/2012	29/08/2012	D.Misra	T. Boro
September, 2012								
39.	2012-13	2-Day Workshop on Right to Information Act for SPIOs	State	GoA	03/09/2012	04/09/2012	U.Doley	L.Neog
40.	2012-13	2-Day Workshop on e-governance	State	GoA	03/09/2012	04/09/2012	N.Sarma	J.Das
41.	2012-13	Departmental Proceedings	State	GoA	03/09/2012	06/09/2012	D.J.Kalita	K.Doungel
42.	2012-13	Financial Management	State	GoA	10/09/2012	14/09/2012	B.Sarma	L.Neog
43.	2012-13	R.T. Development Programme on TNA	National	DoPT/GoI	10/09/2012	21/09/2012	N.Sarma	R. Bhatta
44.	2012-13	Right to Information Act, 2005	State	DoPT/GoI	17/09/2012	19/09/2012	L.N.Thakur	B. Talukdar
45.	2012-13	Project Management	State	GoA	17/09/2012	21/09/2012	D.J.Kalita	K.Doungel
46.	2012-13	Managing Change in Organization	State	DoPT/GoI	26/09/2012	28/09/2012	D. Misra	T. Boro
47.	2012-13	Mentoring Skills	National	DoPT/GoI	26/09/2012	28/09/2012	Miranda Das	L. Neog
48.	2012-13	Sensitization of Government Functionaries on Muslim Community	State	DoPT/GoI	26/09/2012	28/09/2012	D.J. Kalita	S. Rajkumar
49.	2012-13	Two Day Workshop on Right to Information Act, 2005 for ACS Officers	State	GoA	27/09/2012	28/09/2012	C.D. Singh	R.Bhatta
October, 2012								
50.	2012-13	Empowerment of Women	State	DoPT/GoI	03/10/2012	05/10/2012	P.R.Khaund	L. Neog
51.	2012-13	Standardizing service delivery – Citizens Charter	State	DoPT/GoI	03/10/2012	05/10/2012	A.Chakravarty	S. Rajkumar
52.	2012-13	Training Course for Audit Officers	State	GoA	08/10/2012	12/10/2012	D.P.Tahu	S.Ghosh
53.	2012-13	Managing Information Technology (MIT)	State	DoPT/GoI	08/10/2012	12/10/2012	L.N. Thakur	B.Talukdar

54.	2012-13	Rehabilitation of the Disabled	State	DoPT/ GoI	10/10/2012	12/10/2012	A.Chakravarty	S. Ghosh
55.	2012-13	2-Day Sensitization course on Public Private Partnership (PPP)	State	GoA	15/10/2012	16/10/2012	U..Doley	L.Neog
56.	2012-13	Total Quality Management (TQM)	State	DoPT/GoI	15/10/2012	17/10/2012	Miranda Das	C. Mili
57.	2012-13	Conflict Management	State	GoA	15/10/2012	17/10/2012	C.D.Singha	S.Rajkumar
58.	2012-13	Geographical Information Systems (GIS)	State	DoPT/ GoI	15/10/2012	19/10/2012	N.Sarma	B. Talukdar
59.	2012-13	1st - Vertical Interaction Course for Police officers	State	GoA	30/10/2012	03/11/2012	D. Misra	S.Rajkumar
60.	2012-13	Financial Management	State	DoPT/ GoI	30/10/2012	03/11/2012	D.P.Tahu	S.Ghosh
November, 2012								
61.	2012-13	Sustainable Development	State	DoPT/ GoI	01/11/2012	03/11/2012	U. Doley	R. Bhatta
62.	2012-13	Personal Development	State	GoA	01/11/2012	03/11/2012	C.D.Singha	T.Boro
63.	2012-13	Facilitation Skills	National	DoPT/GoI	05/11/2012	07/11/2012	Nandini Sarma	C. Mili
64.	2012-13	Human Rights	State	GoA	05/11/2012	07/11/2012	D.J.Kalita	K.Doungel
65.	2012-13	Computer Training for ACS officers	State	GoA	05/11/2012	09/11/2012	L.N.Thakur	B.Talukdar
66.	2012-13	2nd -Vertical Interaction Course for Police officers	State	GoA	05/11/2012	09/11/2012	A. Chakravarty	C. Mili
67.	2012-13	One -Week Training Course for ACS Officers at BIPARD, Patna	State	GoA	05/11/2012	10/11/2012	P.R.Khaund D. Misra	S.Ghosh
68.	2012-13	1-Day Sensitization Workshop on District Training	State	GoA	12/11/2012			
69.	2012-13	Ethics & Values in Governance	State	DoPT/GoI	15/11/2012	17/11/2012	U. Doley	S. Rajkumar
70.	2012-13	Departmental Proceedings	State	GoA	15/11/2012	17/11/2012	Miranda Das	K.Doungel
71.	2012-13	Court Procedure	State	DoPT/GoI	15/11/2012	17/11/2012	P.R.Khaund	C. Mili
72.	2012-13	1st ToT Programme on District Training	State	GoA	19/11/2012	23/11/2012		
73.	2012-13	Financial Management	State	DoPT/GoI	19/11/2012	23/11/2012	D.P.Tahu	S. Ghosh
74.	2012-13	Foreign Training for ACS Officers	State	GoA	19/11/2012	30/11/2012	P.R Khaund	T.Boro
75.	2012-13	2-Week Mandatory In-service Training for ACS Officers	State	GoA	19/11/2012	30/11/2012	A. Chakravarty D.J. Kalita	R.Bhatta B.Talukdar
76.	2012-13	2-Day Sensitization course on Public Private Partnership	State	GoA	26/11/2012	27/11/2012	Miranda Das	S.Ghosh
77.	2012-13	2-Day Workshop on e-governance for ACS officers	State	GoA	26/11/2012	27/11/2012	N.Sarma	J.Das
78.	2012-13	3rd - Vertical Interaction Course for Police officers	State	GoA	26/11/2012	30/11/2012	Miranda Das	R. Bhatta
79.	2012-13	2nd ToT Programme on District Training	State	GoA	26/11/2012	30/11/2012		
80.	2012-13	e- Governance	State	DoPT/GoI	29/11/2012	01/12/2012	N.Sarma	L. Neog
81.	2012-13	Presentation and Communication Skills	State	DoPT/GoI	29/11/2012	01/12/2012	D.Misra	S. Rajkumar
December, 2012								
82.	2012-13	Office Procedure & Accounts	State	GoA	03/12/2012	07/12/2012	B.Sarma	L.Neog
83.	2012-13	3rd ToT Programme on District Training	State	GoA	03/12/2012	07/12/2012		

84.	2012-13	Training Need Analysis (TNA)	National	DoPT/GoI	03/12/2012	14/12/2012	Nandini Sarma	C. Mili
85.	2012-13	Financial Management	State	GoA	10/12/2012	14/12/2012	D.P.Tahu	B.Talukdar
86.	2012-13	Direct Trainer Skills for ACS Officers	State	GoA	10/12/2012	14/12/2012	D.J.Kalita	L.Neog
87.	2012-13	1st Training of Trainers Programme on Right to Public Services Act.	State	GoA	17/12/2012	21/12/2012		
88.	2012-13	4th - Vertical Interaction Course for Police officers	State	GoA	17/12/2012	21/12/2012	P.R. Khaund	B. Talukdar
89.	2012-13	Design of Training for ACS Officers	State	GoA	17/12/2012	21/12/2012	D.J.Kalita	L.Neog
90.	2012-13	2-Day Sensitization course on Public Private Partnership (PPP)	State	GoA	27/12/2012	28/12/2012	U.Doley	C.Mili
91.	2012-13	Two Day Workshop on Right to Information Act, 2005 for ACS Officers	State	GoA	27/12/2012	28/12/2012	P.R.Khaund	S.Rajkumar
January, 2013								
92.	2012-13	2-Day Workshop on Right to Information Act for SPIOs	State	GoA	04/01/2013	05/01/2013	A.Chakravarty	R.Bhatta
93.	2012-13	2-Day Workshop on e-governance	State	GoA	04/01/2013	05/01/2013	N.Sarma	J.Das
94.	2012-13	Project Management	State	GoA	07/01/2013	11/01/2013	D.J.Kalita	K.Doungel
95.	2012-13	Office Procedure and Accounts	State	GoA	07/01/2013	11/01/2013	B.Sarma	L.Neog
96.	2012-13	2nd -Training of Trainers Programme on Right to Public Services Act.	State	GoA	07/01/2013	11/01/2013		
97.	2012-13	2-Day Workshop on e-governance for ACS officers	State	GoA	21/01/2013	22/01/2013	L.N.Thakur	R.Bhatta
98.	2012-13	3rd --Training of Trainers Programme on Right to Public Service Act.	State	GoA	28/01/2013	01/02/2013		
99.	2012-13	5th - Vertical Interaction Course for Police officers	State	GoA	28/01/2013	01/02/2013	D.Misra	S.Rajkumar
February, 2013								
100.	2012-13	Computer Training for ACS officers	State	GoA	04/02/2013	08/02/2013	L.N.Thakur	B.Talukdar
101.	2012-13	6th - Vertical Interaction Course for Police officers	State	GoA	04/02/2013	08/02/2013	C.D.Singha	T.Boro
102.	2012-13	Management of Training	State	DoPT/GoI	04/02/2013	08/02/2013	U.Doley	L.Neog
103.	2012-13	2-Day Workshop on Right to Information Act for SPIOs	State	GoA	11/02/2013	12/02/2013	A.Chakravarty	R.Bhatta
104.	2012-13	2-Day Workshop on e-governance	State	GoA	11/02/2013	12/02/2013	N.Sarma	J.Das
105.	2012-13	4th - Training of Trainers Programme on Right to Public Service Act.	State	GoA	11/02/2013	15/02/2013		
106.	2012-13	7th - Vertical Interaction Course for Police officers	State	GoA	18/02/2013	22/02/2013	D.J.Kalita	K.Doungel
107.	2012-13	Office Procedure and Accounts	State	GoA	18/02/2013	22/02/2013	D.P.Tahu	C.Mili
108.	2012-13	Management of Training	State	GoA	18/02/2013	22/02/2013	D.Misra	T.Boro
109.	2012-13	8th - Vertical Interaction Course for Police officers	State	GoA	25/02/2013	01/03/2013	U.Doley	L.Neog
March, 2013								
110.	2012-13	9th - Vertical Interaction Course for Police officers	State	GoA	04/03/2013	08/03/2013	Miranda Das	R. Bhatta

111.	2012-13	Project Implementation, Monitoring & Evaluation	State	DoPT/GoI	04/03/2013	08/03/2013	U.Doley	L.Neog
112.	2012-13	Lineux & Libra Office	State	DoPT/GoI	04/03/2013	08/03/2013	L.N.Thakur	C. Mili
113.	2012-13	5th - Training of Trainers Programme on Right to Public Service Act.	State	GoA	11/03/2013	15/03/2013		
114.	2012-13	10th - Vertical Interaction Course for Police officers	State	GoA	11/03/2013	15/03/2013	D.Misra	S.Rajkumar
115.	2012-13	Management of Training (MoT)	State	DoPT/ GoI	18/03/2013	22/03/2013	L.N.Thakur	S. Rajkumar
116.	2012-13	Leadership & Team Building	State	DoPT/GoI	18/03/2013	20/03/2013	A.Chakravarty	R. Bhatta

Secretariat Training School (STS)

117.	STS-01	Group B Training for Senior Administrative Assistants of Assam Sectt.	State	GoA	09/04/2012	04/05/2012	B.K..Bordoloi	K.Ojha
118.	STS-02	Induction Training for Junior Administrative Assistants of Assam Sectt (5 th Batch)	State	GoA	02/07/2012	02/08/2012	B.K..Bordoloi	K.Ojha
119.	STS-03	Group A Training for Junior Administrative Assistants of Assam Sectt. (107 Batch)	State	GoA	16/08/2012	19/09/2012	B.K..Bordoloi	K.Ojha
120.	STS-04	Group A Training for Junior Administrative Assistants of Assam Sectt. (108 Batch)	State	GoA	26/09/2012	01/11/2012	B.K..Bordoloi	K.Ojha
121.	STS-05	Group A Training for Junior Administrative Assistants of Assam Sectt. (109 Batch)	State	GoA	07/11/2012	12/12/2012	B.K..Bordoloi	K.Ojha
122.	STS-06	Group B Training for Senior Administrative Assistants of Assam Sectt. (31 st Batch)	State	GoA	24/12/2012	09/01/2012	B.K..Bordoloi	K.Ojha
123.	STS-07	Group B Training for Senior Administrative Assistants of Assam Sectt. (32 Batch)	State	GoA	21/01/2012	13/02/2012	B.K..Bordoloi	K.Ojha

Centre for Natural Disaster management (CNDM)

124.	2012-13	Preparation of College Disaster management Plan	State	CNDM / NIDM	30/04/2012	05/05/2012	Dr. B..Sarma	C.Mili
125.	2012-13	Regional ToT Reproductive Health , General and Psycho-Social support in Disaster Risk Reduction.	State	CNDM / NIDM	08/05/2012	11/05/2012	Dr. B.Sarma	C.Mili

Sponsoring Agency-wise Training Programmes for the year 2012-13 till date.

ie. (21/09/2012)

Sl	Agencies	Backlog	Current	Total	Conducted	Pending
1.	DoPT, Govt. of India	2	45	47	20	27
2.	In-service training courses for GoA	11	20	31	16	15
3.	N.E. AGMUT Cadres for IAS (P)	X	2	2	2	00
4.	Mandatory In-service training for ACS	X	9	9	00	9
5.	Police	X	10	10	00	10
6.	BIPARD	X	1	1	00	1
7.	PPP	X	3	3	00	3
8.	PETC	X	2	2	2	00
9.	Orientation course for IAS (P)	X	1	1	1	00
10.	RFD	X	2	2	2	00
11.	Foreign Training	X	1	1	00	1
12.	Right to Public Service Act	X	5	5	00	5
13.	District Training	X	4	4	00	4
14.	Secretariat Training School	X	5	5	3	2
15.	CNDM	X	2	2	2	00
		13	112	125	48	77