

Training Calendar of Assam Administrative Staff College for the year 2014-15

Sl. No	Code No.	Course Title	Category	Sponsored By	Date		Course Director	Course Assistant	Target Group
					From	To			
April, 2014									
1.	2014-15	Workshop on Stakeholders consultation on Strategic Plan for AASC	State	GoA	10/04/2014	11/04/2014	C.D.Singha		
May, 2014									
2.	2014-15	One day Programme on India Disaster Resource Network (IDRN)	State	NIDM	23/05/2014		D.Misra	S.Rajkumar	
June, 2014									
3.	2014-15	One Week Special Training for IAS Officer Trainees of 2013 batch	State	LBSNAA	30/06/2014	04/07/2014	Miranda Das	S.Ghosh	IAS Probationers trainees
July, 2014									
4.	2014-15	Right to Information Act, 2005	State	DoPT/GoI	01/07/2014	03/07/2014	P.R.Khaund	S.Rajkumar	Middle level officers of departments/directorates
5.	2014-15	Sensitization of Government Functionaries on Muslim Community	State	DoPT/GoI	07/07/2014	09/07/2014	D.J.Kalita	B.Bhagawati	Middle level officers of departments/directorates
6.	2014-15	Ethics & Values in Governance	State	DoPT/GoI	07/07/2014	09/07/2014	C.D.Singha	C.Mili	Middle level officers of departments/directorates
7.	2014-15	Training Programme for Nagaland Civil Service Probationers	State	Govt. of Nagaland	07/07/2014	10/07/2014	D.Misra	S.Rajkumar	Nagaland Civil Service Probationers
8.	2014-15	One Week Orientation Course for IAS (P)Trainees	State	GoA	07/07/2014	11/07/2014	Miiranda Das	S.Ghosh	IAS Probationers of Assam Meghalaya Cadre.
9.	2014-15	Negotiation Skills	State	DoPT/GoI	21/07/2014	23/07/2014	U.Doley	R.Batta	Middle level officers of departments/directorates
10.	2014-15	Stress Management	State	DoPT/GoI	21/07/2014	23/07/2014	P.R.Khaund	T.Boro	Middle level officers of departments/directorates
11.	2014-15	Management of Training	State	GoA	21/07/2014	25/07/2014	L.N.Thakur	J.Das	Training Managers/Officers of departments/directorates

August, 2014									
12.	2014-15	Management of Training	State	GoA	04/08/2014	08/08/2014	L.N.Thakur	S.Ghosh	Training Managers/Officers of departments/directorates
13.	2014-15	Innovations in Governance & Administration for improving delivery of services to the public	State	DoPT/GoI	11/08/2014	13/08/2014	D.Misra	S.Rajkumar	Middle level officers of departments/directorates
14.	2014-15	MS Word & Power Point	State	DoPT/GoI	11/08/2014	13/08/2014	N.Sarma	J.Das	Middle level officers of departments/directorates
15.	2014-15	Departmental Proceedings	State	DoPT/GoI	11/08/2014	13/08/2014	D.J.Kalita	K.Doungel	Middle level officers of departments/directorates
16.	2014-15	Women Empowerment	State	DoPT/GoI	11/08/2014	13/08/2014	P.R. Khaund	B.Talukdar	Middle level officers of departments/directorates
17.	2014-15	2 Week In service Training Programme at ATI, Mysore	State	GoA	18/08/2014	01/09/2014	U.Doley	S.Ghosh	ACS Officers
18.	2014-15	Linux & Libre Office	State	GoA	25/08/2014	30/08/2014	L.N. Thakur	J.Das	Middle level officers of departments/directorates
19.	2014-15	Office Procedure, Management & Accounts	State	GoA	25/08/2014	30/08/2014	Biren Sarma	S.Ghosh	Middle level officers of departments/directorates
20.	2014-15	Training Programme on e-Governance	State	GoA	28/08/2014	30/08/2014	N.Sarma	B.Talukdar	Middle level officers of departments/directorates
21.	2014-15	Court Procedure	State	DoPT/GoI	28/08/2014	30/08/2014	P.R.Khaund	R.Bhatta	Middle level officers of departments/directorates
22.	2014-15	Sensitization of Government Functionaries on Muslim Community	State	DoPT/GoI	28/08/2014	30/08/2014	D.J.Kalita	B.Bhagawati	Middle level officers of departments/directorates
September, 2014									
23.	2014-15	Ethics & Values in Governance	State	DoPT/GoI	01/09/2014	03/09/2014	C.D.Singha	C.Mili	Middle level officers of departments/directorates
24.	2014-15	MS Excel	State	DoPT/GoI	01/09/2014	03/09/2014	N.Sarma	J.Das	Middle level officers of departments/directorates
25.	2014-15	Less Paper Office	State	GoA	04/09/2014	06/09/2014	L.N.Thakur	J.Das	Secretariat Service Officials of Assam Secretariat
26.	2014-15	Leadership & Team Building	State	DoPT/GoI	08/09/2014	10/09/2014	U.Doley	R.Bhatta	Middle level officers of departments/directorates
27.	2014-15	Conflict Management	State	DoPT/GoI	15/09/2014	17/09/2014	Mirandas Das	B.Talukdar	Middle level officers of departments/directorates
28.	2014-15	Presentation & Communication Skills	State	DoPT/GoI	16/09/2014	18/09/2014	P.R.Khaund	S.Ghosh	Middle level officers of departments/directorates

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29.	2014-15	Efficient Management of Public Distribution System	State	DoPT/ GoI	22/09/2014	24/09/2014	C.D.Singha	C.Mili	Middle level officers of departments/directorates
30.	2014-15	Managing Change in Organisation	State	DoPT/ GoI	22/09/2014	24/09/2014	D.Misra	S.Rajkumar	Middle level officers of departments/directorates
31.	2014-15	Training Programme on e-Governance	State	GoA	24/09/2014	26/09/2014	N.Sarma	B.Talukdar	Middle level officers of departments/directorates
32.	2014-15	Pre-Examination Coaching for Central Civil Services (IAS) etc. Main 2014 & Preliminary, 2015	State	GoA	24/09/2014	1 st week of July, 2015	C.D.Singha	S.Ghosh	Aspirants of Civil Services Examinations
33.	2014-1	One Day workshop for DDOs/TOs	State	GoA	Date to be finalised shortly		Arindom Barua	M. Saikia	DDOs & of Treasury Officers
October, 2014									
34.	2014-15	Less Paper Office	State	GoA	13/10/2014	15/10/2014	L.N.Thakur	J.Das	Secretariat Service Officials of Assam Secretariat
35.	2014-15	Departmental Proceedings	State	GoA	13/10/2014	15/10/2014	D.J.Kalita	K.Doungel	Middle level officers of departments/directorates.
36.	2014-15	Change Management	State	GoA	13/10/2014	15/10/2014	D.Misra	S.Rajkumar	ACS & officers of other deptts/directorates
37.	2014-15	Right to Information Act ,2005	State	GoA	13/10/2014	15/10/2014	U.Doley	R.Bhatta	ACS & officers of other deptts/directorates
38.	2014-15	Rehabilitation of the Disabled	State	DoPT/ GoI	20/10/2014	22/10/2014	Miranda Das	S.Ghosh	Middle level officers of departments/directorates
39.	2014-15	Gender Issues	State	DoPT/ GoI	20/10/2014	22/10/2014	C.D.Singha	C.Mili	Middle level officers of departments/directorates
40.	2014-15	Innovations in Governance & Administration for improving delivery of services to the public	State	DoPT/ GoI	20/10/2014	22/10/2014	D.Misra	S.Rajkumar	Middle level officers of departments/directorates
41.	2014-15	MS Word & Power Point	State	DoPT/ GoI	20/10/2014	22/10/2014	N.Sarma	J.Das	Middle level officers of departments/directorates
42.	2014-15	Ethics and Values in Governance at Panchgani	State	GoA	25/10/2014	30/10/2014	Miranda Das	S.Ghosh	State Civil Service Officers
43.	2014-15	Financial Management	State	DoPT/ GoI	27/10/2014	31/10/2014	U. Doley	R.Bhatta	Middle level officers of departments/directorates
44.	2014-15	Experiential Learning Tools (ELT)	National	DoPT/ GoI	27/10/2014	31/10/2014	Miranda Das	B.Talukdar	Trainers/faculty from institutions & officers from deptts/orgnisation
45.	2014-15	1 st ToT on District Training Programme on Office Procedure & Financial Management	State	GoA	27/10/2014	31/10/2014	Biren Sarma	S.Ghosh	Grade-III Staff of DCs & amalgamated establishments in the districts.

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46.	2014-15	2-Week Mandatory In-Service Training Programme at AASC	State	GoA	27/10/2014	07/11/2014	D.J.Kalita P.R.Khaund	T.Boro K.Doungel	ACS Officers
November, 2014									
47.	2014-15	Food Security	State	DoPT/ GoI	03/11/2014	05/11/2014	U.Doley	B.Bhagawati	Middle level officers of departments/directorates
48.	2014-15	MS Excel	State	DoPT/ GoI	03/11/2014	05/11/2014	L.N.Thakur	J.Das	Middle level officers of departments/directorates
49.	2014-15	2 nd ToT on District Training Programme on Office Procedure & Financial Management	State	GoA	03/11/2014	08/11/2014	C.D.Singha	S.Ghosh	Grade-III Staff of DCs & amalgamated establishments in the districts.
50.	2014-15	Basic Training Programme on Training Need Analysis	State	GoA	03/11/2014	14/11/2014	N.Sarma	J.Das	Training Managers of departments /directorates
51.	2014-15	Human Rights	State	DoPT/ GoI	10/11/2014	12/11/2013	D.J.Kalita	K.Doungel	Middle level officers of departments/directorates
52.	2014-15	3rd ToT on District Training Programme on Office Procedure & Financial Management	State	GoA	10/11/2014	14/11/2014	L.N.Thakur	S.Ghosh	Grade-III Staff of DCs & amalgamated establishments in the districts.
53.	2014-15	Departmental Proceedings	State	GoA	25/11/2014	27/11/2014	U.Doley	C.Mili	Secretariat Service Officials of Assam Secretariat & other N.E States
December, 2014									
54.	2014-14	Office Procedure, Management & Accounts	State	GoA	01/12/2014	06/12/2014	Biren Sarma	B. Talukdar	Middle level officers of departments/directorates
55.	2014-15	2 Week In service Training Programme at ATI, Mysore	State	GoA	01/12/2014	12/12/2014	Miranda Das	S.Ghosh	ACS Officers
56.	2014-15	Ethics & Values in Governance	State	GoA	08/12/2014	09/12/2014	C.D.Singha	C.Mili	Middle level officers of departments/directorates
57.	2014-15	Leadership & Team Building	State	DoPT/ GoI	08/12/2014	10/12/2014	U.Doley	K.Doungel	Middle level officers of departments/directorates
58.	2014-15	Facilitation Skills	State	GoA	08/12/2014	10/12/2014	Miranda Das	S.Ghosh	ACS officers & officers of other departments/directorates
59.	2014-15	R.T. Development on TNA	National	DoPT/ GoI	08/12/2014	19/12/2014	N.Sarma	J.Das	Trainers/faculty from institutions & officers from deptts/orgnisations
60.	2014-15	Training Programme on ARTPS	State	GoA	15/12/2014	17/12/2014	P.R.Khaund	T.Boro	ACS officers & officers of other departments/directorates
61.	2014-15	Public Private Partnership	State	GoA	15/12/2014	18/12/2014	U.Doley	S.Ghosh	ACS officers & officers of other departments/directorates
62.	2014-15	Financial Management	State	GoA	15/12/2014	19/12/2014	Miranda Das	S.Ghosh	Middle level officers of departments/directorates

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63.	2014-15	Ethics & Values in Governance	State	GoA	18/12/2014	19/12/2014	C.D.Singha	C.Mili	Middle level officers of departments/directorates
64.	2014-15	E – Governance	State	DoPT/GoI	22/12/2014	24/12/2014	L.N.Thakur	C.Mili	Middle level officers of departments/directorates
65.	2014-15	Departmental Proceedings	State	GoA	29/12/2014	31/12/2014	D.J.Kalita	B.Talukdar	Secretariat Service Officials of Assam Secretariat & other N.E States
66.	2014-15	2-Week Foundation Training Course for Probationers of ACS & Allied Services	State	GoA	Dates to be finalized in due course		U. Doley/ Miranda Das	S.Ghosh	Probationers of ACS & Allied Services of 2014 batch
67.	2014-15	6-week Induction Training Course for ACS Probationers	State	GoA	Dates to be finalized in due course		D.Misra	S.Rajkumar	Probationers of ACS
January, 2015									
68.	2014-15	One Day Sensitization Workshop on Role department in the process of Implementation of State Training Policy 2012	State	GoA	03/01/2015		D.J.Kalita	T.Boro	Heads of Administrative Departments / Representatives
69.	2014-15	Service Rules	State	GoA	05/01/2015	06/01/2015	D.J.Kalita	S.Ghosh	ACS officers posted in Secretariat & officers of other deptts/directorates
70.	2014-15	Standardizing Service Delivery – Citizen Charter	State	DoPT/GoI	05/01/2015	07/01/2015	U.Doley	C.Mili	Middle level officers of departments/directorates
71.	2014-15	Mentoring Skills	State	DoPT/GoI	05/01/2015	07/01/2015	Miranda Das	R.Bhatta	Trainers/faculty from institutions & officers from deptts/orgnisations
72.	2014-15	Recognised Trainer Development Programme on Facilitation Skills	State	GoA	05/01/2015	10/01/2015	N.Sarma	J. Das	Middle level officers of departments/directorates
73.	2014-15	1-Week In service Training Programme at LKY School of Public Policy, Singapore	State	GoA	12/01/2015	16/01/2015	C.D.Singha	T.Boro	State Civil Service Officers
74.	2014-15	Two Week North East Darshan for IAS Officer Trainees & of AGMUT Cadre	State	LBSNAA	12/01/2015	23/01/2015	Miranda Das	S.Ghosh	IAS Officer Trainees & of AGMUT Cadre
75.	2014-15	2-Week Inservice Training Programme at YASHADA, Pune	State	GoA	12/01/2015	24/01/2015	Miranda Das	S.Ghosh	ACS Officers
76.	2014-15	Assam SC & ST Reservation Act	State	GoA	19/01/2015	20/01/2015	D.J.Kalita	B.Bhagawati	Secretariat Service Officials of Assam Secretariat
77.	2014-15	Two Day Training Programme on Right to Information Act	State	GoA	28/01/2015	29/01/2015	P.R.,Khaund	R.Bhatta	Officers from DI&PR
78.	2014-15	Court Procedure	State	GoA	28/01/2015	30/01/2015`	D.J.Kalita	B.Bhagawati	Middle level officers of departments/directorates
79.	2014-15	Leadership & Motivation	State	GoA	28/01/2015	30/01/2015	D.Misra	S.Rajkumar	ACS & officers of other departments/directorates

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February, 2015									
80.	2014-15	Mentoring Skills	State	GoA	02/02/2015	04/02/2015	Miranda Das	B.Talukdar	ACS officers & officers of other departments/directorates
81.	2014-15	ToT on Good Governance (2 nd ARC Module)	State	GoA	02/02/2015	04/02/2015	D.Misra	S.Rajkumar	ACS officers & officers of other departments/directorates
82.	2014-15	ToT on ARTPS	State	DARPG/GoI	02/02/2015	06/02/2015	P.R.Khaund	T.Boro	
83.	2014-15	Basic Training Needs Analysis	State	GoA	02/02/2015	13/02/2015	L.N.Thakur	S.Chosh	ACS officers & officers of other departments/directorates
84.	2014-15	One Day Sensitization Workshop on Implementation of STP with special emphasis on adaptation of Systematic Approach to Training by department / directorates	State	GoA	07/02/2015		Miranda Das	T.Boro	HoDs and their representatives
85.	2014-15	Interpersonal Relationships	State	DoPT/GoI	09/02/2015	11/02/2015	D.Misra	S.Rajkumar	Middle level officers of departments/directorates
86.	2014-15	Financial Management	State	GoA	09/02/2015	13/02/2015	Biren Sarma	R.Bhatta	Middle level officers of departments/directorates
87.	2014-15	ToT on ARTPS	State	DARPG/GoI	09/02/2015	13/02/2015	D.J.Kalita	T.Boro	
88.	2014-15	Training Programme at CIPS, Hyderabad on e-Governance	State	GoA	09/02/2015	13/02/2015	L.N. Thakur	T.Boro	State Civil Service Officers
89.	2014-15	Assam SC & ST Reservation Act	State	GoA	16/02/2015	17/02/2015	P.R.Khaund	T.Boro	Secretariat Service Officials of Assam Secretariat
90.	2014-15	Service Rules	State	GoA	16/02/2015	17/02/2015	Miranda Das	J.Das	ACS officers posted in Secretariat & officers of other deptts / Directorates
91.	2014-15	Direct Trainer Skills (DTS)	National	DoPT/GoI	16/02/2015	20/02/2015	D.Misra	S.Rajkumar	Trainers/faculty from institutions & officers from deptts/orgnisations
92.	2014-15	Office Procedure & Management	State	GoA	16/02/2015	20/02/2015	D.J.Kalita	B.Bhagabati	Officers from DIPR
93.	2014-15	One day Annual Conference / Workshop of heads/faculty of State Level Training Institute for Implementation of State Training Policy, 2012	State	GoA	21/02/2015		U.Doley	C.Mili	Heads or faculty of Training Institutes of the State.
94.	2014-15	Design of Training (DoT)	National	DoPT/GoI	23/02/2015	27/02/2015	L.N.Thakur	S.Rajkumar	Trainers/faculty from institutions & officers from deptts/ orgnisations
March, 2015									
95.	2014-15	Facilitation Skills	National	DoPT/GoI	02/03/2015	04/03/2014	N.Sarma	R.Bhatta	Trainers/faculty from institutions & officers from deptts /orgnisations

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96.	2014-15	One Day Sensitization Workshop on Implementation of STP with special emphasis on adaptation of Systematic Approach to Training by department / directorates	State	GoA	22/01/2015		P.R.Khaund	T.Boro	Head of Departments and their representatives
97.	2014-15	2-Week Executive Education Programme on Public Policy in collaboration with premier institute/ organizations/Centre of Excellence within the country	State	GoA	02/03/2015	14/03/2015	U.Doley	S.Ghosh	Officers of selected departments
98.	2014-15	Direct Trainer Skills (DTS)	State	GoA	09/03/2015	13/03/2015	Miranda Das	C.Mili	ACS officers & Officers of other departments/directorates
99.	2014-15	Training Programme on Chemical (Industrial) Disaster Management	State	NIDM	09/03/2015	13/03/2015	D.Misra	S.Rajkumar	Officers from various departments & Public Sector Undertakings
100.	2014-15	Design of Training (DoT)	State	GoA	16/03/2015	20/03/2015	L.N.Thakur	C.Mili	ACS officers & officers of other departments/directorates
101.	2014-15	Experiential Learning Tools (ELT)	National	DoPT/GoI	16/03/2015	20/03/2015	Miranda Das	B.Talukdar	Trainers/faculty from institutions & officers from deptts/orgnisations
102.	2014-15	Project Management	State	GoA	16/03/2015	20/03/2015	D.J.Kalita	R.Bhatta	ACS officers & officers of other departments/directorates
103.	2014-15	Finance & Accounts Management	State	GoA	16/03/2015	20/03/2015	Biren Sarma	S.Ghosh	Officers from DIPR
104.	2014-15	One Day Workshop on Criteria/Guidelines for development of Training Modules	State	GoA	21/03/2015		P.R.Khaund	B.Talukdar	Officers/Faculty of AASC and other State level Training institutes
105.	2014-15	One Day Workshop on preparation of Training Manual	State	GoA	30/03/2015		U.Doley	S.Ghosh	Representatives of Directorates/Training Managers.
Secretariat Training School (STS), 2014-15									
106.	2014-15	Group A, Training 112 Batch for Junior Administrative Assistants	State	GoA	07/05/2014	30/05/2014	P.P.Barua	K.Ojha	Junior Administrative Assistants
107.	2014-15	Group A, Training 113 Batch for Junior Administrative Assistants	State	GoA	16/06/2014	07/07/2014	P.P.Barua	K.Ojha	Junior Administrative Assistants
108.	2014-15	Group B, Training 35 Batch of Senior Administrative Assistants	State	GoA	21/07/2014	14/08/2014	P.P.Barua	K.Ojha	Senior Administrative Assistants
109.	2014-15	Group B, Training 36 Batch of Senior Administrative Assistants	State	GoA	01/09/2014	23/09/2014	P.P.Barua	K.Ojha	Senior Administrative Assistants
110.	2014-15	Group –A Training 114 Batch of Junior Administrative Assistants	State	GoA	13/10/2014	04/11/2014	P.P.Barua	K.Ojha	Junior Administrative Assistants

Special Training Programmes								
111.	2014-15	Training Programme/ Workshop on Employment Generation for S.T Communities	State	GoA	Dates will be finalised in due course			Unemployed youth belonging to ST Community of 2 to 3 districts.
112.	2014-15	Training Programme on Employment Generation for S.T. Communities	State	GoA	Dates will be finalised in due course			Unemployment youth belonging to ST Community of 2 to 3 districts.
113.	2014-15	Employment Generation for Women from Economically backward section	State	GoA	Dates will be finalised in due course			Unemployed Women from 2 to 3 district of Assam
114.	2014-15	Employment Generation for Women from Economically backward section	State	GoA	Dates will be finalised in due course			Unemployed Women from 2 to 3 district of Assam
115.	2014-15	Employment Generation for Minorities	State	GoA	Dates will be finalised in due course			Unemployment youth belonging to minority communities of 2 to 3 district in Assam
116.	2014-15	Employment Generation for Minorities	State	GoA	Dates will be finalised in due course			Unemployed youth belonging to minority communities of 2 to 3 district in Assam
117.	2014-15	1-Week Programme on Public Policy / organizations/Centre of Excellence in collaboration with premier institute within the country Executive Education	State	GoA				Officers of selected departments
Department Specific Programmes subject to receipt of fund from departments								
118.	2014-15	Training Programme for Excise Department	State	GoA	Dates will be finalised in due course			Officers of Excise Department
119.	2014-15	Training Programme for Tourism Department	State	GoA	Dates will be finalised in due course			Officers of Tourism Department
120.	2014-15	Training Programme for Public Works Department	State	GoA	Dates will be finalised in due course			Officers of PWD Department
121.	2014-15	Training Programme for Education Department	State	GoA	Dates will be finalised in due course			Officers of Education Department
122.	2014-15	Training Programme for SCERT	State	GoA	Dates will be finalised in due course			Officers of SCERT
123.	2014-15	Training Programme for Jail (Prisons) Officials	State	GoA	Dates will be finalised in due course			Officials of Prisons
124.	2014-15	Training Programme for Officers/Staff Members of DARPG	State	DAR&PC /GoI	Date will be finalised in due course			Officers/Staff Members of DAR& PG

