



Office of the Chief Executive Officer
Shri Mata Vaishno Devi Shrine Board, Katra

Sub: Training Calendar for the year 2019 - 2020

CIRCULAR

It is for the information of all employees that the Annual Training Calendar for the financial year 2019-20 is available on official website of Shrine Board www.maavaishnodevi.org. Trainings related to Disaster Management or any other training that may be approved separately during the course of year shall be updated in the Annual Training Calendar, subsequently.

All the concerned are requested to accordingly note and depute employees under their administrative control for the trainings upon further intimation from Training Cell.

The controlling officers of employees are requested to consummately note the outcome of training programme/s attended by employees working under their administrative control and steadfastly reflect same in the APR's, as per devised format. Further, details of any other programme / workshop etc attended by an employee during the course of the year, may kindly be shared with Training Cell, Personnel Section for updation in service record of employee.

Arvind Karwani
08/05/2019
(Dr. Arvind Karwani), KAS
Dy. Chief Executive Officer

No: CO/P/Trg/2016/114-Part-1/2700-2770

Dated: - 08 - 05 - 2019

Copy to the:-

- 1) Chief Executive Officer, SMVDSB, Katra
- 2) Additional Chief Executive Officer, SMVDSB, Katra
- 3) Dy. Chief Executive Officer, SMVDSB, Katra _____ (all)
- 4) Sub Divisional Magistrate, Bhawan
- 5) Asstt. Chief Executive Officer, SMVDSB, Katra.
- 6) Executive Engineer, Niharika / SMVDIME for information.
- 7) Director (Medical Services / Sports / Enforcement & Security) for information.
- 8) Officer on Special Duty, SMVDBS, CO Katra.
- 9) Unit / Area / Functional Head _____ (all)
- 10) Systems Manager, Central Office, Katra with the request to upload the training calendar 2019-2020 on the SMVD Shrine Board website please.
- 11) Master File/ Concerned file

TRAINING CALENDER FOR THE YEAR 2019-2020

MAY 2019.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Training of Trainers.	SMVDU, Kakryal	Resource Persons of Shrine Board	15
2	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
3	Employee Health & Wellness	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
4	Stress Management	IRMA	Managerial Level	5
5	Advanced Computer Skills / CDAC	NIELIT / SMVDU	Head Asstt / Sr. Asstt / Jr. Asstt / DEO	10
6	Workshop on Noting & Drafting	Inhouse Experts	Head Asstt / Sr. Asstt / Jr. Asstt	15
7	Training Proramme for the employees of Forest Wing	Inhouse	Malis / Garderners / Forest Watcher of SMVDSB (Forest Wing)	10
8	Training Programme on Art of Living	Facilitator - Art of Living	Employees of SB (Office, Track, Field)	40
Total				175

JUNE 2019.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Training Programme on First Aid & Emergency	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
3	Team Building	IRMA	Officers of SB	5
4	Workshop on GST	ISTM	Officers working in the Accounts wing	4
5	Personality Development and Wellness	Shruti Tripathi (SMVDU ref)	Female Employees (Office, Track, Field)	25
6	Training Programme for the Sanitation & House keeping staff of SB	Inhouse	Employees involved in Sanitation & House Keeping related activities	40
Total				154

JULY 2019.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Employee Health & Wellness	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
3	Training Programme on Organisational Ethics for the SMVDSB employees	SMVDU Experts	Employees dealing in cash management	30
4	Finance for Non-Finance Executives	IRMA	Officers working in the Accounts wing	3
5	Building and Leading Teams	IIM Indore	Officers of SB	2
6	Quality Management and Housekeeping	IRMA	Sanitation employees & San. Supervisors	4
7	Motivation, Team Building and Leadership	IIM Indore	Managerial Level	2
8	Managerial Effectiveness for Superior Performance	IRMA	Officers of SB	4
9	Overcoming Managerial Challenges through Creative Thinking	IIM Lucknow	Officers of SB	2
10	Advanced Computer Skills / CDAC	NIELIT / SMVDU	Head Asstt / Sr. Asstt / Jr. Asstt / DEO	10
11	Workshop on Noting & Drafting	Inhouse Experts	Head Asstt / Sr. Asstt / Jr. Asstt	15
12	Training Proramme for the employees of Forest Wing	Inhouse	Malis / Garderners / Forest Watcher of SMVDSB (Forest Wing)	10
13	Training Programme on Art of Living	Facilitator - Art of Living	Employees of SB (Office, Track, Field)	40
Total				202

AUGUST 2019.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Training Programme on First Aid & Emergency	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
3	Understanding Self and Others for Organizational Growth and Performance	IIM Indore	Managerial Level	3
4	Training of Trainers to Enhance their Effectivity in Training Others	IRMA	Inhouse Resource Persons	5
5	Understanding Self and Others for Organizational Growth and Performance	IIM Indore (Mumbai Campus)	Managerial Level	4
6	Purchase Management	IRMA	Officials of SB	4
7	HRD for Line Manager	IRMA	Managerial Level	4
8	Creating a High Performance Culture in Your Organization	IRMA	Managerial Level	4
9	Managerial Effectiveness through Spirituality	IIM Indore	Managerial Level	2
10	Workshop on Noting & Drafting	ISTM	Head Asstt / Sr. Asstt / Jr. Asstt	4
11	Personality Development and Wellness	Shruti Tripathi (SMVDU ref)	Female Employees (Office, Track, Field)	25
12	Training Programme for the Sanitation & House keeping staff of SB	Inhouse	Employees involved in Sanitation & House Keeping related activities	40
Total				175

SEPTEMBER 2019.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Employee Health & Wellness	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
3	Training Programme on Organisational Ethics for the SMVDSB employees	SMVDU Experts	Employees dealing in cash management	30
4	Inventory Management	IRMA	Officers of SB	6
5	Interpersonal Effectiveness and Team Building	IIM Indore	Managerial Level	2
6	Advanced Computer Skills / CDAC	NIELIT / SMVDU	Head Asstt / Sr. Asstt / Jr. Asstt / DEO	10
7	Workshop on Noting & Drafting	Inhouse Experts	Head Asstt / Sr. Asstt / Jr. Asstt	15
8	Training Programme for the employees of Forest Wing	Inhouse	Malis / Gardners / Forest Watcher of SMVDSB (Forest Wing)	10
9	Training Programme on Art of Living	Facilitator - Art of Living	Employees of SB (Office, Track, Field)	40
10	Workshop on Noting & Drafting	ISTM	Head Asstt / Sr. Asstt / Jr. Asstt	4
11	Workshop on GST	ISTM	Accounts Wing Staff	4
12	Inter Personal Effectiveness for Group A & B Officers	ISTM	Officers of SB	4
Total				205

OCTOBER 2019.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Training Programme on First Aid & Emergency	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
3	Employee Health & Wellness	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
4	Stores and Warehouse Management	IRMA	Officials of SB	4
5	Right to Information Public Information Officers	ISTM	PIO SMVDSB	3
6	MS-Excel (Advanced)	ISTM	Sr. Asstt / Jr. Asstt / DEO	5
7	Personality Development and Wellness	Shruti Tripathi (SMVDU ref)	Female Employees (Office, Track, Field)	25
8	Training Programme for the Sanitation & House keeping staff of SB	Inhouse	Employees involved in Sanitation & House Keeping related activities	40
Total				197

NOVEMBER 2019.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Employee Health & Wellness	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
3	Training Programme on Organisational Ethics for the SMVDSB employees	SMVDU Experts	Employees dealing in cash management	30
4	Training Programme on First Aid & Emergency	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
5	Train the Trainer	IIM Indore	Inhouse Resource Persons	3
6	Effective Talent Management for High Performance	IRMA	Managerial Level	5
7	What Every Teacher should know for brining out the best from their students	IRMA	Gurukul Inhouse faculty	4
8	Communication Skills for Managerial Success	IIM Indore	Managerial Level	2
9	Training Programme for the Sanitation & House keeping staff of SB	Inhouse	Employees involved in Sanitation & House Keeping related activities	40
Total				204

DECEMBER 2019.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Workshop on Noting & Drafting	Inhouse Experts	Head Asstt / Sr. Asstt / Jr. Asstt	15
3	Training Proramme for the employees of Forest Wing	Inhouse	Malis / Garderners / Forest Watcher of SMVDSB (Forest Wing)	10
4	Materials Management	IRMA	Officials of SB	4
5	Training Programme on Art of Living	Facilitator - Art of Living	Employees of SB (Office, Track, Field)	40
6	Advanced Computer Skills / CDAC	NIELIT / SMVDU	Head Asstt / Sr. Asstt / Jr. Asstt / DEO	10
7	Personality Development and Wellness	Shruti Tripathi (SMVDU ref)	Female Employees (Office, Track, Field)	25
Total				144

JANUARY 2020.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Employee Health & Wellness	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
3	Training Programme on Art of Living	Facilitator - Art of Living	Employees of SB (Office, Track, Field)	40
4	Training Programme on First Aid & Emergency	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
5	Workshop on GST	ISTM	Accounts Wing Staff	4
Total				164

FEBRUARY 2020.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Workshop on Noting & Drafting	Inhouse Experts	Head Asstt / Sr. Asstt / Jr. Asstt	15
3	Training Programme on Organisational Ethics for the SMVDSB employees	SMVDU Experts	Employees dealing in cash management	30
4	Change Management Skills	IRMA	Managerial Level	4
5	Finance for Non-Finance Executives	IRMA	Managerial Level	4
6	Advanced Computer Skills / CDAC	NIELIT / SMVDU	Head Asstt / Sr. Asstt / Jr. Asstt / DEO	10
7	Training Proramme for the employees of Forest Wing	Inhouse	Malis / Garderners / Forest Watcher of SMVDSB (Forest Wing)	10
8	Personality Development and Wellness	Shruti Tripathi (SMVDU ref)	Female Employees (Office, Track, Field)	25
Total				138

MARCH 2020.

S.NO.	NAME OF THE TRAINING PROGRAMME	TRAINING INSTITUTE/ FACULTY	TARGET GROUP	No of Employees to be covered
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1	Basic Life Support	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
2	Employee Health & Wellness	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
3	Training Programme on Organisational Ethics for the SMVDSB employees	SMVDU Experts	Employees dealing in cash management	30
4	Training Programme on Art of Living	Facilitator - Art of Living	Employees of SB (Office, Track, Field)	40
5	Training Programme on First Aid & Emergency	Inhouse Medical Officers	Employees of SB (Office, Track, Field)	40
6	Workshop on Noting & Drafting	ISTM	Head Asstt / Sr. Asstt / Jr. Asstt	3
7	MS-Office Suite	ISIM	Sr. Asstt / Jr. Asstt / Accounts Asstt.	4
8	Personality Development and Wellness	Shruti Tripathi (SMVDU ref)	Female Employees (Office, Track, Field)	25
			Total	222
	TOTAL NO OF EMPLOYEES COVERED			1980