



TRAINING CALENDAR FOR THE YEAR 2017-18

SPONSORED BY DOPT, GOVT. OF INDIA

Sl. No.	Spon. Wise Sl. No.	Title	Duration	From Date	To Date	Course Director	Contact details
State Category Programme							
1.	1	Basic Leadership Skills	3 Days	17/04/2017	19/04/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
2.	2	Leadership and Capacity Building Skills for Development Functionaries	3 Days	17/04/2017	19/04/2017	Rajib Malakar	rajib.malakar@nic.in 9862724592
3.	3	Enabling Digital Payments in Rural Areas	3 Days	24/04/2017	26/04/2017	Rajib Malakar	rajib.malakar@nic.in 9862724592
4.	4	Corruption and Role of Lok Pal	3 Days	2/5/2017	4/5/2017	Elizabeth Sangliana	elmuani@gmail.com 9862950602
5.	5	Ethics and Values in Public Governance	3 Days	15/05/2017	17/05/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
6.	6	Presentation Skill through Power Point	3 Days	22/05/2017	24/05/2017	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
7.	7	Environment Management Issues - Role of Stakeholders	3 Days	22/05/2017	24/05/2017	Elizabeth Sangliana	elmuani@gmail.com 9862950602
8.	8	Gender Equality and Empowerment of Women	3 Days	29/05/2017	31/05/2017	Elizabeth Sangliana	elmuani@gmail.com 9862950602
9.	9	Ethics and Values in Public Governance	3 Days	5/6/2017	7/6/2017	Sudakhina Mitra	Sudakhina.24@gov.in 9774916488
10.	10	Use of Free and Open Source Software in Libraries	3 Days	12/6/2017	14/06/2017	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
11.	11	VAT to GST in Government	3 Days	19/06/2017	21/06/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
12.	12	Housing for All	3 Days	19/06/2017	21/06/2017	Rajib Malakar	rajib.malakar@nic.in 9862724592
13.	13	Incident Response System	3 Days	3/7/2017	5/7/2017	Elizabeth Sangliana	elmuani@gmail.com 9862950602

Sl. No.	Spon. Wise Sl. No.	Title	Duration	From Date	To Date	Course Director	Contact details
14.	14	Administrative, Legal Services and Accounts Management for Medical Officers	3 Days	10/7/2017	12/7/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
15.	15	NGO Management	3 Days	17/07/2017	19/07/2017	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
16.	16	Integration of Tribal in Development Programmes	3 Days	17/07/2017	19/07/2017	Elizabeth Sangliana	elmuani@gmail.com 9862950602
17.	17	Social Audit for Mid Day Meal Scheme	3 Days	24/07/2017	26/07/2017	Rajib Malakar	rajib.malakar@nic.in 9862724592
18.	18	Personal Cleanliness and Health	3 Days	7/8/2017	9/8/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
19.	19	In service Training for Food Department	3 Days	17/08/2017	19/08/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
20.	20	Sustainable Development Goal	3 Days	17/08/2017	19/08/2017	Rajib Malakar	rajib.malakar@nic.in 9862724592
21.	21	Workshop on Road Safety	3 Days	26/08/2017	28/08/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
22.	22	Personal Cleanliness and Health	3 Days	21/09/2017	23/09/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
23.	23	Administrative, Legal Services and Accounts Management for Medical Officers	3 Days	9/10/2017	11/10/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
24.	24	Enabling Digital Payments in Rural Areas	3 Days	16/10/2017	18/10/2017	Rajib Malakar	rajib.malakar@nic.in 9862724592
25.	25	Demonitization and Digital Payment	3 Days	23/10/2017	25/10/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
26.	26	Child Rights and Implication of Child Abuse	3 Days	30/10/2017	1/11/2017	Elizabeth Sangliana	elmuani@gmail.com 9862950602
27.	27	Project Management	3 Days	13/11/2017	15/11/2017	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
28.	28	Swacch Office and Management of Office Waste	3 Days	27/11/2017	29/11/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
29.	29	Gender Equality and Empowerment of Women	3 Days	4/12/2017	6/12/2017	Elizabeth Sangliana	elmuani@gmail.com 9862950602
30.	30	Training on General Financial Rules and Central Treasury Rules	3 Days	18/12/2017	20/12/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
31.	31	Facilitation Skills for Rural Development	3 Days	27/12/2017	29/12/2017	Rajib Malakar	rajib.malakar@nic.in

Sl. No.	Spon. Wise Sl. No.	Title	Duration	From Date	To Date	Course Director	Contact details
		Professionals					9862724592
32.	32	Incident Command and Operation	3 Days	1/1/2018	3/1/2018	Elizabeth Sangliana	elmuani@gmail.com 9862950602
33.	33	Youth Leadership Development	3 Days	8/1/2018	10/1/2018	Rajib Malakar	rajib.malakar@nic.in 9862724592
34.	34	Integrated Waste Land and Watershed Management	3 Days	29/01/2018	31/01/2018	Elizabeth Sangliana	elmuani@gmail.com 9862950602
35.	35	Natural Resource Management	3 Days	5/2/2018	7/2/2018	Elizabeth Sangliana	elmuani@gmail.com 9862950602
36.	36	NGO Management	3 Days	5/2/2018	7/2/2018	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
37.	37	Swachh Bharat Mission for schools & AWCs	3 Days	26/02/2018	28/02/2018	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
38.	38	Workshop on Road Safety	3 Days	5/3/2018	7/3/2018	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
39.	39	Gender Budgeting	3 Days	20-9-17	22-9-17	Elizabeth Sangliana	elmuani@gmail.com 9862950602
40.	40	Urban Planning through GIS	3 Days	20-11-17	22-11-17	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
41.	41	Sanitation Concern in Urban Planning	3 Days	14-12-17	16-12-17	Sudakhina Mitra Rajib Malakar	sudakhina.24@gov.in rajib.malakar@nic.in
Trainer Development Programme							
42.	42	Direct Trainers Skill	1 Week	29/05/2017	2/6/2017	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
43.	43	Design of Training	1 Week	11/9/2017	15/09/2017	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
44.	44	Training Need Analysis	2 Weeks	9/10/2017	21/10/2017	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
45.	45	Facilitation	3 Days	16/10/2017	18/10/2017	Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
46.	46	Mentoring	3 Days	26/02/2018	28/02/2018	Sudakhina Mitra	sudakhina.24@gov.in 9774916488

Sl. No.	Spon. Wise Sl. No.	Title	Duration	From Date	To Date	Course Director	Contact details
Intensive Training Programme							
47	47	Workshop on Training of Trainers -Induction Training for Cutting Edge level Government Functionaries	2 Days	24/4/17	25/4/17	Sudakhina Mitra	sudakhina.24@gov.in 9774916488
48	48	Induction Training Programme for Cutting Edge level Govt Functionaries of West District	12 Days	May-17		Sudakhina Mitra	sudakhina.24@gov.in 9774916488
49	49	Induction Training Programme for Cutting Edge level Govt Functionaries of Gomati District	12 Days	Jun-17		Arpita Chaudhuri	arpita.chaudhuri@nic.in 9436462180
50	50	Induction Training Programme for Cutting Edge level Govt Functionaries of South District	12 Days	Jul-17		Elizabeth Sangliana	elmuani@gmail.com 9862950602
51	51	Induction Training Programme for Cutting Edge level Govt Functionaries of Unokoti District	12 Days	Aug-17		Rajib Malakar	rajib.malakar@nic.in 9862724592
52	52	Induction Training Programme for Cutting Edge level Govt Functionaries of Dhalai District	12 Days	Sep-17		Sudakhina Mitra	sudakhina.24@gov.in 9774916488

MINISTRY OF RURAL DEVELOPMENT, GOVT. OF INDIA RD SPONSORED TRAINING CALENDAR 2017-18

SL. No.	Spon. Wise Sl. No	Title of the Course	Start Date	End Date	Venue	Course Director
53.	1.	Protective Acts and Rules for Public Representatives	12.7.2017	14.7.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
54.	2.	Right to Information Act Rules for Public Representatives and RD Functionaries	17-7-17	18-7-17	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
55.	3.	Saving water bodies and tapping surface water Rules for Public Representatives	20.7.2017	22.7.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
56.	4.	Computer Application for Office Management Rules for Public Representatives	24-7-17	28-7-27	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
57.	5.	Role of NSS and Swachh Bharat Rules for Public Representatives	26.7.2017	28.7.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
58.	6.	Building bylaws for rural constructions	4.8.2017	5.8.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
59.	7.	Combating Environment Degradation through Rehabilitation of Degraded Forests/Plantation Areas	21.8.2017	23.8.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
60.	8.	Office Procedure : Noting and Drafting for Field Officers	22.08.2017	24.08.2017	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
61.	9.	TOT on Behavioural Skills for Group-D employees of RD Deptt.	22.08.2017	24.08.2017	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
62.	10.	Arsenic/Iron Removal and Water Testing in Villages	23.8.2017	25.8.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
63.	11.	Reclaiming forests through dumping grounds in Rural Areas	28.8.2017	30.8.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
64.	12.	Social Audit for Mid day Meal : Role of PRIs	28.08.2017	30.08.2017	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
65.	13.	Road Construction and Maintenance in general with special reference to Village and Hilly Roads	29.8.2017	31.8.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com

SL. No.	Spon. Wise Sl. No	Title of the Course	Start Date	End Date	Venue	Course Director
66.	14.	Panchayats and Sustainable Development Goals	4/9/2017	6/9/2017	SIPARD	Rajib Malakar rajib.malakar@nic.in
67.	15.	Rural Tourism : Prospects and Possibilities for Public Representatives and RD Functionaries	4.9.2017	5.9.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
68.	16.	Office Procedure for Public Representatives and RD Functionaries	4.09.2017	6.09.2017	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
69.	17.	TOT on Behavioural Skills for Group-D employees of RD Department	11.09.2017	13.09.2017	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
70.	18.	Analysis of Financial Statement for Public Representatives and RD Functionaries	14-9-17	16-9-17	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
71.	19.	Behaviour Change Communication for Swachh Bharat Abhiyan	21/09/2017	23/09/2017	SIPARD	Rajib Malakar rajib.malakar@nic.in
72.	20.	ToT for Panchayat and RDOs for On-line Registration	22-9-17	23-9-17	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
73.	21.	Managing Office Calculation through MS Excel for Public RD Deptts.	9/10/2017	11/10/2017	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
74.	22.	Training on Handling Court Matters for Panchayat and RD Deptts.	9.10.2017	11.10.2017	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
75.	23.	Water Metering and Water Economics for Public Representatives and RD Functionaries	11.10.2017	13.10.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
76.	24.	Combating Air, Water, Land and Sound Pollution for Public Representatives and RD Functionaries	16.10.2017	18.10.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
77.	25.	Right to Information Act for Public Representatives and RD Functionaries	16-10-17	17-10-17	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
78.	26.	Training of Labour Act & Labour Laws for Public Representatives and RD Functionaries	16.10.2017	18.10.2017	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
79.	27.	Panchayats and Sustainable Development Goals	23/10/2017	25/10/2017	SIPARD	Rajib Malakar rajib.malakar@nic.in
80.	28.	Training on Computer Application and Soft Skills for Ministerial Staff of Panchayat and RD Deptts	23-10-17	27-10-17	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in

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81.	29.	Climate Change and Vulnerabilities for Public Representatives and RD Functionaries	25.10.2017	27.10.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
82.	30.	Training on E-Procurement for Rural Development Deptt	1/11/2017	2/11/2017	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
83.	31.	Project Planning and Management of NGOs	6.11.2017	8.11.2017	SIPARD	Rajib Malakar rajib.malakar@nic.in
84.	32.	Government Budget and Accounting Procedure for Panchayat and RD Deptt.	6.11.2017	8.11.2017	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
85.	33.	Training on Computer Application and soft skill for Ministerial Staff for Public Representatives and RD Functionaries	13-11-17	18-11-17	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
86.	34.	Panchayats and Sustainable Development Goals	13.11.2017	15.11.2017	SIPARD	Rajib Malakar rajib.malakar@nic.in
87.	35.	Store Management for Rural Development Deptt	20.11.2017	22.11.2017	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
88.	36.	Refresher Course for Gram Rozgar Sevak (GRS) under MGNREGA	4/12/2017	6/12/2017	SIPARD	Rajib Malakar rajib.malakar@nic.in
89.	37.	Sensitization on Tribal Welfare Schemes for Rural Development Deptt Functionaries	5.12.2017	7.12.2017	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
90.	38.	Housing for All	11.12.2017	13.12.2017	SIPARD	Rajib Malakar rajib.malakar@nic.in
91.	39.	Participatory Village Development Plan under GPDP	18/12/17	20/12/17	SIPARD	Rajib Malakar rajib.malakar@nic.in
92.	40.	Skill Development for Rural Youth	20.12.17	22.12.17	SIPARD	Rajib Malakar rajib.malakar@nic.in
93.	41.	Analysis of Financial Statement	4/1/2018	6/1/2018	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
94.	42.	Youth Leadership Development	4/1/2018	6/1/2018	SIPARD	Rajib Malakar rajib.malakar@nic.in
95.	43.	Refresher Course for Gram Rozgar Sevak	8/1/2018	10/1/2018	SIPARD	Rajib Malakar rajib.malakar@nic.in

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		(GRS) under MGNREGA				
96.	44.	Social Audit for Mid day Meal : Role of Public Representatives	16.01.18	18.01.18	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
97.	45.	Workshop on use of Information Technology in Transport in Rural Areas	29-1-18		SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
98.	46.	Legal Rights and Services for Rural people	29.1.2018	31.1.2018	SIPARD	Rajib Malakar rajib.malakar@nic.in
99.	47.	Government Budget and Accounting Procedure for Panchayat and Rural Development Deptts	10.02.18	12.02.18	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
100	48.	Good Governance in Rural Development Flagship Programmes	26.02.2018	28.02.2018	SIPARD	Rajib Malakar rajib.malakar@nic.in
101	49.	Basic Computer application in Bangla Software (Amar Bangla & Leap Office) for Panchayat and Rural Development Deptts	7/4/2018	9/4/2018	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
102	50.	Training on safety Rules and Hazard Free Working Conditions for Panchayat and Rural Development Deptts	26.04.18	28.04.18	SIPARD	Sudakhina Mitra sudakhina.24@gov.in

SIPARD /STATE SPONSORED TRAINING CALENDAR 2017-18 & 2018-19

Sl. No.	Spon. Wise Sl. No	Title of the Course	Start Date	End Date	Client Department	Sponsoring Agency	Venue	Course Director
103	1.	Preparation of Departmental Disaster Management Plan	11.7.2017	13.7.2017	Revenue (Disaster Management)	Revenue (Disaster Management)	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
104	2.	Training on community Participation and Leadership Development for CDPOs	19.7.2017	21.7.2017	Social Welfare and Social Education	Social Welfare and Social Education	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
105	3.	Training on Government e Marketing (GeM)	20-7-17	21-7-17	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
106	4.	Role of NSS and Swachh Bharat for Teachers	26.7.2017	28.7.2017	Education (Youth Affairs and Sports)	SIPARD	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
107	5.	Panchayat Fund Management	7/8/2017	9/8/2017	Panchayat Department	SIPARD	SIPARD	Rajib Malakar rajib.malakar@nic.in
108	6.	Preparation of Micro Plan at Village level	7.8.2017	9.8.2017	Forest	Forest	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
109	7.	Creating Presentation through PowerPoint	17-8-17	19-8-17	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
110	8.	Training on Arbitration & Conciliation Act, 1996	17.8.2017	19.8.2017	PWD (R&B) and all other PWD wings	PWD (R&B)	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
111	9.	Computer Application for Office Management	21-8-17	25-8-17	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
112	10.	Business Development Plan preparation for Co-Operative Entp.	29/8/2017	31/8/2017	Co-operative Societies	SIPARD	South Tripura District Co-Op. Soc.	Rajib Malakar rajib.malakar@nic.in
113	11.	Training on TSP / SCP Budgetary allocation	28.8.2017	30.8.2017	TWD & SCWD	TWD & SCWD	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
114	12.	Participatory Village Development Plan under GPDP	4/9/2017	6/9/2017	Panchayat Department	SIPARD	SIPARD	Rajib Malakar rajib.malakar@nic.in

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115	13.	Database Management through MS Access	4/9/2017	8/9/2017	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
116	14.	Analysis of Financial Statement	14-9-17	16-9-17	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
117	15.	Use of GIS in Disaster Management	20.9.2017	22.9.2017	Revenue (Disaster Management)	Revenue (Disaster Management)	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
118	16.	Training on Handling Court Matters	9.10.2017	11.10.2017		SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
119	17.	Computer Application for Office Management	23-10-17	27-10-17	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
120	18.	Maintenance of Rural Infrastructure and retrofitting	23/10/2017	25/10/2017	Rural Development Department	SIPARD	SIPARD	Rajib Malakar rajib.malakar@nic.in
121	19.	Implementation of RTE Act & 17 point Programme	23.10.2017	25.10.2017	All Departments	Elementary Education	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
122	20.	Induction training programme for newly recruited Junior Engineers (Batch – I)	1.11.2017	15.11.2017	PWD (R&B) Department	PWD (R&B)	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
123	21.	Training on National Green Tribunal Laws	2.11.2017	4.11.2017	Science, Technology and Environment	Science, Technology and Environment	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
124	22.	Office Procedure : Noting and Drafting for Field Officers	2.11.2017	4.11.2017	All Departments		SIPARD	Sudakhina Mitra sudakhina.24@gov.in
125	23.	Computer Application for Office Management	6/11/2017	10/11/2017	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
126	24.	Up-gradation of skill for departmental Reporters	6.11.2017	8.11.2017	ICA	ICA	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
127	25.	Workshop on Protecting rivers and streams from environmental degradation	10.11.2017		PWD(WR))& PWD(DWS) and other concerned Depts	PWD(WR)	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com

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128	26.	Communication Skills for Medical Officers	12.11.2017	14.11.2017	All Departments	Health Department	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
129	27.	Training on Government e Marketing (GeM)	13-11-17	14-11-17	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
130	28.	Panchayat Fund Management	20/11/2017	22/11/2017	Agriculture Department	SIPARD	PRTI North	Rajib Malakar
131	29.	Induction training programme for newly recruited Junior Engineers (Batch – II)	20.11.2017	8.12.2017	PWD (R&B) Department	PWD (R&B)	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
132	30.	Basic First Aid, Search and Rescue	4.12.2017	6.12.2017	Revenue (Disaster Management)	Revenue (Disaster Management)	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
133	31.	Agricultural Marketing	4/12/2017	6/12/2017	Agriculture Department	SIPARD	SIPARD	Rajib Malakar rajib.malakar@nic.in
134	32.	Computer Application for Office Management	4/12/2017	8/12/2017	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
135	33.	Induction training programme for newly recruited Junior Engineers (Batch – III)	11.12.2017	30.12.2017	PWD (R&B) Department	PWD (R&B)	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
136	34.	Right to Information Act	11/12/2017	12/12/2017	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
137	35.	Urban Solid and Liquid Waste Management and Garbage Disposal for prevention of urban flooding	11.12.2017	13.12.2017	Revenue	Revenue	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
138	36.	Sanitation Concern in Urban Planning	14-12-17	16-12-17	Urban Development/ PWD Department	DoPT, GoI	SIPARD	Sudakhina Mitra sudakhina.24@gov.in & Rajib Malakar
139	37.	Creating Presentation through PowerPoint	14-12-17	16-12-17	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
140	38.	Participatory Village Development Plan under GPDP	18/12/17	20/12/17	Panchayat Department	SIPARD	SIPARD	Rajib Malakar rajib.malakar@nic.in

Sl. No.	Spon. Wise Sl. No	Title of the Course	Start Date	End Date	Client Department	Sponsoring Agency	Venue	Course Director
141	39.	Database Management through MS Access	18-12-17	22-12-17	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
142	40.	Improved Technologies for Organic Farming	18.12.17	20.12.17	Bio Technology	Bio Technology	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
143	41.	Research Methodology and Evaluation Criteria	20.12.17	22.12.17	TRI	SIPARD	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
144	42.	Financial and Administrative Management for Co-operatives	20.12.17	22.12.17	Co-operative Department	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
145	43.	Office Procedure : Noting and Drafting for Field Officers	3.01.2018	5.01.2018	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
146	44.	Training on Government e Marketing (GeM)	11/1/2018	12/1/2018	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
147	45.	Office Procedure : Noting and Drafting for Secretariat Staff	11.01.18	13.01.18	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
148	46.	Computer Application for Office Management	15-1-18	19-1-18	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
149	47.	Induction training programme for newly recruited Junior Engineers (Batch – IV)	15.1.2018	3.2.2018	PWD (R&B) Department	PWD (R&B)	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
150	48.	Preparation of Departmental Annual Plan at Project level	18.1.18	20.1.18	Social Welfare and Social Education	Social Welfare and Social Education	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com
151	49.	Employment Potential in Tripura	20.01.18	22.01.18	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
152	50.	Office Procedure : Noting and Drafting for Field Officers	27.01.18	29.01.18	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
153	51.	Right to Information Act	29-1-18	30-1-18	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
154	52.	Workshop on use of Information Technology in Transport	29-1-18		Transport Department	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
155	53.	Training on Street Vendor Act & Rules	29.1.2018	31.1.2018	Urban Dev	Urban Dev	SIPARD	Elizabeth L. Sangliana elmuani@gmail.com

Sl. No.	Spon. Wise Sl. No	Title of the Course	Start Date	End Date	Client Department	Sponsoring Agency	Venue	Course Director
156	54.	Training of Labour Act & Labour Laws	2.02.2018	4.02.2018	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
157	55.	Training on E-Procurement	5/2/2018	6/2/2018	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
158	56.	Panchayat Fund Management	5/2/2018	7/2/2018	Panchayat Department	SIPARD	PRTI Gomti	Rajib Malakar
159	57.	Computer Application for Office Management	5/2/2018	9/2/2018	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
160	58.	Managing Office Calculation through MS Excel	12/2/2018	14-2-17	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
161	59.	Office Procedure : Noting and Drafting for Secretariat Staff	16.02.18	18.02.18	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
162	60.	Maintenance of Rural Infrastructure and retrofitting	19/2/2017	21/2/2017	Rural Development Department	SIPARD	PRTI Dhalai	Rajib Malakar rajib.malakar@nic.in
163	61.	Financial and Administrative Management for Co-operatives	26.02.18	28.02.18	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
164	62.	TOT on Behavioural Skills for Group-D employees	2.03.2018	4.03.2018	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
165	63.	Computer Application for Office Management	3/3/2017	8/3/2018	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
166	64.	Design of Safer Roads	5.3.2017	7.3.2017	PWD (R&B) Department	PWD (R&B)/SIPARD	SIPARD	Elizabeth L. Sangliana elmurangi@gmail.com
167	65.	Implementation of RTE Act & 17 point Programme	6.03.2018	8.03.2018	All Departments	Elementary Education	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
168	66.	Emergency Services during Disaster	12.03.18	14.03.18	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
169	67.	Negotiation Skills and Settlement of Disputes for Factories and Boilers	20.03.18	22.03.18	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
170	68.	Office Procedure : Noting and Drafting for Secretariat Staff	25.03.18	27.03.18	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in

Sl. No.	Spon. Wise Sl. No	Title of the Course	Start Date	End Date	Client Department	Sponsoring Agency	Venue	Course Director
171	69.	Training on Government e Marketing (GeM)	1/4/2018	3/4/2018	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
172	70.	Store Management	4.04.2018	6.04.2018	All Departments	SIPARD & Health	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
173	71.	Training on Computer Application and soft skill for Ministerial Staff	7/4/2018	11/4/2018	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
174	72.	Communication Skills for Medical Officers	16.04.18	18.04.18	All Departments	Health	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
175	73.	Orientation Training on Behavioural Skills for Group –D Employees	20.04.18	22.04.18	All Departments	SIPARD	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
176	74.	Hospital Waste Management	3.05.2018	5.05.2018	All Departments	Health Department	SIPARD	Sudakhina Mitra sudakhina.24@gov.in
177	75.	Basic Computer application in Bangla Software (Amar Bangla & Leap Office)	4/5/2018	6/5/2018	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
178	76.	Training on Computer Application and soft skill for Ministerial Staff	9/6/2018	13-6-18	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in
179	77.	GIS and remote sensing technology for Forest Department	9/6/2017	11/6/2017	All Departments	SIPARD	SIPARD	Arpita Chaudhuri arpita.chaudhuri@nic.in

TRAININGS TO BE SPONSORED BY PWD (DWS) DEPARTMENT, GOVT. OF TRIPURA

Sl. No.	Spon. Wise Sl. No.	Title	Duration	From Date	To Date	Course Director
180	1.	Training course on drinking water, sanitation and water quality testing for PRI members	1 Day	19/4/17		arpita.chaudhuri@nic.in 9436462180
181	2.	Training course on drinking water, sanitation and water quality testing for PRI members	1 Day	19/5/17		
182	3.	Training course on drinking water, sanitation and water quality testing for PRI members	1 Day	19/6/17		
183	4.	Training course on drinking water, sanitation and water quality testing for PRI members	1 Day	19/7/17		
184	5.	Training course on drinking water, sanitation and & hygiene for ASHA Facilitators Workers	2 Days	28/4/17	29/4/17	
185	6.	Training course on drinking water, sanitation and & hygiene for ASHA Facilitators Workers	2 Days	27/5/17	28/5/17	
186	7.	Training course on drinking water, sanitation and & hygiene for ASHA Facilitators Workers	2 Days	23/6/17	24/6/17	
187	8.	Training course on drinking water, sanitation and & hygiene for ASHA Facilitators Workers	2 Days	6/7/2017	7/7/2017	
188	9.	Training course on drinking water, sanitation and & hygiene for AWW & NGO members	2 Days	8/8/2017	9/8/2017	
189	10.	Training course on drinking water, sanitation and & hygiene for AWW & NGO members	2 Days	11/9/2017	12/9/2017	
190	11.	Training course on drinking water, sanitation and & hygiene for AWW & NGO members	2 Days	24/10/17	25/10/17	
191	12.	Training course on drinking water, sanitation and & hygiene for AWW & NGO members	2 Days	8/11/2017	9/11/2017	
192	13.	Workshop on application of Drinking Water & Sanitation Practice at school	1 Day	21/4/17		
193	14.	Workshop on application of Drinking Water & Sanitation Practice at school	1 Day	24/5/17		
194	15.	Workshop on application of Drinking Water & Sanitation Practice at school	1 Day	21/6/17		
195	16.	Workshop on application of Drinking Water & Sanitation Practice at school	1 Day	13/7/17		

Sl. No.	Spon. Wise Sl. No.	Title	Duration	From Date	To Date	Course Director
196	17.	State level workshop on Swachha Bharat Mission	1 Day	24/8/17		

Training dates are tentative and adequate intimation will be made in case of change in date(s).

ASSISTANT PROFESSORS & COURSE DIRECTORS OF SIPARD

Sl. No	Name	Area of Specialization	Contact No	E-Mail Address
1	Dr. Elizabeth Sangliana	Social Development	9862950602	elmuani@gmail.com
2	Smt Arpita Chaudhuri	Computer Application	9436462180	arpita.chaudhuri@nic.in
3	Smt Sudakhina Mitra	Public Administration	9774916488	sudakhina.24@gov.in
4	Sri Rajib Malakar	Rural Development	9862724592	rajib.malakar@nic.in