

## TRAINING COURSES FOR THE MONTH OF JULY, 2019

Sl_no	Title of the course	Duration	Course Director
1	Legal Literacy Awareness for Public Representatives of South Dist.	1 <sup>st</sup> July	SM
2	Administrative, Legal Services and Financial Management for DDOs (B-I)	1 <sup>st</sup> to 3 <sup>rd</sup> July	SM
3	State Disaster Response and Mitigation	2 <sup>nd</sup> to 4 <sup>th</sup> July	ES
4	Legal Literacy Awareness for Public Representatives of Dhalai Dist	4 <sup>th</sup> and 5 <sup>th</sup> July	SM
5	Psycho-Social Management during Disaster	4 <sup>th</sup> to 6 <sup>th</sup> July	ES
6	Administrative, Legal Services and Financial Management for DDOs (B-II)	4 <sup>th</sup> to 6 <sup>th</sup> July	SM
7	Information Security Management from	4 <sup>th</sup> to 6 <sup>th</sup> July	AC
8	Sustainable Development Goal (SDG)	5 <sup>th</sup> and 6 <sup>th</sup> July	RM
9	Consumer Rights and Responsibilities (for Common People)	11 <sup>th</sup> to 13 <sup>th</sup> July	ES
10	Natural Resources Management (B-I&II)	11 <sup>th</sup> to 13 <sup>th</sup> July	ES
11	Effective Management of Water in Urban Areas	11 <sup>th</sup> to 13 <sup>th</sup> July	ES
12	Maintenance of Accounts w.r.t Audit Observations for Accountants and Cashiers	15 <sup>th</sup> to 17 <sup>th</sup> July	SM
13	Role of IT in DM	15 <sup>th</sup> to 17 <sup>th</sup> July	ES
14	Dowry, still a menace: Challenges	15 <sup>th</sup> to 17 <sup>th</sup> July	SM
15	Office Etiquette and Behavior	15 <sup>th</sup> to 17 <sup>th</sup> July	AC
16	Incident Response System	16 <sup>th</sup> to 18 <sup>th</sup> July	ES
17	Work Life Balance	18 <sup>th</sup> to 20 <sup>th</sup> July	AC
18	Swachh Bharat and Urban Waste Management	18 <sup>th</sup> to 20 <sup>th</sup> July	ES
29	Consumer Rights and Responsibilities (for Govt. Depts.)	18 <sup>th</sup> to 20 <sup>th</sup> July	ES
20	Disaster Early Warning	18 <sup>th</sup> to 20 <sup>th</sup> July	ES
21	Corruption and Human Rights	24 <sup>th</sup> to 26 <sup>th</sup> July	Es
22	Incidence Response System	24 <sup>th</sup> to 26 <sup>th</sup> July	ES
23	Effective Management of Water in Urban Areas	11 <sup>th</sup> to 13 <sup>th</sup> July	ES
24	Post Disaster Rehabilitation	29 <sup>th</sup> to 31 <sup>st</sup> July	ES
25	Lifestyle Management for Drivers	29 <sup>th</sup> to 31 <sup>st</sup> July	SM
26	Disaster Communication	29 <sup>th</sup> to 31 <sup>st</sup> July	ES
27	Workshop on Training Management Portal	29 <sup>th</sup> to 30 <sup>th</sup> July	AC

### Course Directors:

Sl_no	Name of the Course Director	Phone/E-mail
1	Dr. Elizabeth L. Sangliana, Asst. Professor (ES)	237-4933 / <a href="mailto:elmuani@gmail.com">elmuani@gmail.com</a>
2	Smt Arpita Chaudhuri, Asst. Professor (AC)	237-4933 / <a href="mailto:arpita.chaudhuri@nic.in">arpita.chaudhuri@nic.in</a>
3	Smt Sudakhina Mitra, Asst. Professor (SM)	237-2667 / <a href="mailto:Sudakhina_mitra2008@yahoo.com.au">Sudakhina mitra2008@yahoo.com.au</a>
4	Sri Rajib Malakar, Asst. Professor(RM)	237-2667 / <a href="mailto:rajib.malakar@nic.in">rajib.malakar@nic.in</a>