

**Training Courses at Central Staff Training & Research Institute, Kolkata for the Year 2009-10**

Programme	Category of Participants	Scheme	Duration	Course No.	Date		Intake
					From	To	
Computer Application in Training (CAT)	Instructors & Trainers of Technical Training/Educational Institute and interested private individual.	VTP*	2 Weeks	27	11.05.2009	22.05.2009	10
				28	20.07.2009	31.07.2009	
				29	12.10.2009	23.10.2009	
				30	30.11.2009	11.12.2009	
				31	04.01.2010	15.01.2010	
				32	15.03.2010	26.03.2010	
Designing of Training Curriculum (DTC)	Training Executives, Planner, Trg. Administrators of Technical Training/Educational Institute and interested private individual.	VTP*	1 Week	21	22.06.2009	26.06.2009	10
				22	10.08.2009	14.08.2009	
				23	23.11.2009	27.11.2009	
				24	08.03.2010	12.03.2010	
Development of Teaching & Instructional Skills (DTIS)	Instructional & Technical staff of Technical training/Educational Institute and interested private individual.	VTP*	2 Weeks	76	25.05.2009	05.06.2009	10
				77	27.07.2009	07.08.2009	
				78	12.10.2009	23.10.2009	
				79	23.11.2009	04.12.2009	
				80	04.01.2010	15.01.2010	
Effective Office Management (EOM)	Office Staff of Govt. & Autonomous Organisation implementing Central Govt. Rules & Staff of DGE&T	Non-VTP	2 Weeks	35	18.05.2009	29.05.2009	10
				36	31.08.2009	11.09.2009	
				37	09.11.2009	20.11.2009	
Enhancement of Administrative Management of Institute (EAMI)	Principal/Supdt. & Sr. Training Administrators of Technical Training/Educational Institute and interested Private Individual.	VTP*	2 Weeks	70	15.06.2009	26.06.2009	10
				71	14.09.2009	24.09.2009	
				72	14.12.2009	24.12.2009	
				73	08.02.2010	19.02.2009	
Induction Programme for Newly recruited Officers (IPO)	Newly Recruited and promoted Officers of State Directors & DGE&T field Institutes.	Non-VTP	2 Weeks	34	24.08.2009	04.09.2009	10
				35	21.12.2009	01.01.2010	
ISO 9001: 2000 & Total Quality Management (TQM)	Principal/Vice Principal/Trg. Administrators/Supervisors/Foreman of Technical Trg./Edun. Institute and interested private individual.	VTP*	1 Week	01	15.06.2009	19.06.2009	10
				02	09.11.2009	13.11.2009	
				03	01.03.2010	05.03.2010	
Management Development Programme (MDP)	Officers of any Organisation/Institution/Indurties and DGE&T Field Institutes.	Non-VTP	1 Week	29	24.08.2009	28.08.2009	10
				30	15.03.2010	19.03.2010	
Micro Teaching & A.V. Aids (MTAV)	Instructional & Technical staff of Technical training/Educational Institute and interested private individual.	VTP*	1 Week	51	18.05.2009	22.05.2009	10
				52	08.06.2009	12.06.2009	
				53	03.08.2009	07.08.2009	
				54	05.10.2009	09.10.2009	

				55 56	16.11.2009 01.02.2010	20.11.2009 05.02.2010	
Modern Trend in Training (MTT)	Training Executives/Instructors/Trainer, Training Administrators of Technical training/Educational Institute and interested private individual.	VTP*	1 Week	29 30 31 32	11.05.2009 17.08.2009 26.10.2009 18.01.2010	15.05.2009 21.08.2009 30.10.2009 22.01.2010	10
Organising & Managing Training Institute (OMTI)	Vice-Principal/Group Instructors/Jr. Training Administrators/Executives of Technical Trg./Educational Institute and interested private individual.	VTP*	2 Weeks	48 49 50 51 52	27.04.2009 06.07.2009 14.09.2009 09.11.2009 15.02.2010	08.05.2009 17.07.2009 24.09.2009 20.11.2009 26.02.2010	10
Procedure for Affiliation of trades with NCVT & implementation of Apprenticeship Training Programme (AAP)	Asstt. AA/JAA of SDs & RDATs, Officers from State Directorates, Principal & Vice Principal, Management of Industrial/Vocational/Vocational Trg. Institutes/Centres.	VTP*	1 Week	21 22 23 24 25	20.04.2009 29.06.2009 07.12.2009 08.02.2010 22.03.2010	24.04.2009 03.07.2009 11.12.2009 12.02.2010 26.03.2010	10
Training Media & Methodology (TMM)	Instructional & Technical staff of Technical training/Educational Institute and interested private individual.	VTP*	2 Weeks	51 52 53 54	27.04.2009 13.07.2009 29.09.2009 25.01.2010	08.05.2009 24.07.2009 09.10.2009 05.02.2010	10
Training Methodology (P.O.T.)	ITI/ITC Instructors, having more than 5 years experience in the field of training.	Non-VTP	3 Months	15 16	01.05.2009 01.11.2010	31.07.2009 31.01.2010	40
Training of faculty Development Programme (TFDP)	Trainers/Training Supervisors/Training Officers of Technical Training/Educational Institute and interested private individual.	VTP*	2 Weeks	40 41 42 43 44	13.04.2009 29.06.2009 07.09.2009 14.12.2209 08.03.2010	24.04.2009 10.07.2009 18.09.2009 24.12.2009 19.03.2010	10
Training Methods & Techniques (TMT)	Training Executives, Planner, Trg. Administrators of Technical Training/Educational Institute and interested private individual.	VTP*	2 Weeks	59 60 61 62	01.06.2009 10.08.2009 26.10.2009 18.01.2010	12.06.2009 21.08.2009 06.11.2009 29.01.2010	10