

Government of Karnataka



ADMINISTRATIVE TRAINING INSTITUTE
Lalithamahar Road, Mysore – 570 011

**Tentative Annual Training Calendar for
the year**

2019-2020

Tentative Annual Training Calendar for the year 2019-2020

ABSTRACT

Sl. No.	Details	No. of Programmes
1.	GoK Programmes – Under – 051- Head	150
Sponsored Programmes		
2.	DoPT Programmes <ul style="list-style-type: none"> • State Category Training Programmes (SCTP) • Trainer Development Programmes (TDP) 	10
		15
3.	Centre for Disaster Management Programmes (ATI- In-campus)	53
	District & Taluk Level Disaster Management Workshops/Training Programmes (Off-Campus)	60
Total		288

Tentative Programmes yet to be included in the calendar

1.	* Centre for Social Justice & Equality	36
2.	* e-Governance Programmes	44
3.	* Public Private Partnership	20
Total		100

* Tentative Programmes planned

Training Calendar for the Month of April 2019

Sl. No.	Name of the Programme	Sponsoring Dept.,	Dates	Duration	Course Coordinator Sri/Smt	No. of Participants
1.	Common Foundation Course	GoK	01/04/2019 25/05/2019	8 w	Faculty (Core)	50
2.	Management Development Programmes	GoK	01/04/2019 05/04/2019	5	Faculty (PA-2)	30
3.	IT for Effective Office Management	GoK	01/04/2019 05/04/2019	5	System Analyst	25
4.	Administrative Law	GoK	08/04/2019 10/04/2019	3	Faculty (Core)	30
5.	Combating Gender Based Violence	GoK	08/04/2019 10/04/2019	3	Faculty (WS)	30
6.	Right to Information Act 2005	GoK	15/04/2019 16/04/2019	2	Faculty (PA-2)	30
7.	Stress Management	GoK	08/04/2019 10/04/2019	3	Faculty (BS)	30
8.	Office Management	GoK	22/04/2019 24/04/2019	3	Faculty (E&P)	30
9.	Contract Management	GoK	22/04/2019 24/04/2019	3	Faculty (FM)	30
10.	Human Rights	GoK	25/04/2019 27/04/2019	3	Faculty (Core)	30
11.	Child Protection Issues & Suggestive Measures	GoK	25/04/2019 27/04/2019	3	Faculty (WS)	30
12.	Common Foundation Course	GoK	29/04/2019 22/06/2019	8 w	Faculty	50

Training Calendar for the Month of May 2019

Sl. No.	Name of the Programme	Sponsor-ing Dept.,	Dates	Dura-tion	Course Coordinator Sri/Smt	No. of Participants
1.	Right to Information Act 2005	GoK	02/05/2019 03/05/2019	2	Faculty (Law)	30
2.	Change Management	GoK	02/05/2019 03/05/2019	3	Faculty (BS)	30
3.	Human Rights	GoK	08/05/2019 10/05/2019	3	Faculty (Core)	30
4.	Khajane – 2	GoK	08/05/2019 10/05/2019	3	Faculty (PA-2)	30
5.	ToT on Prevention of Sexual Harassment at Workplace	GoK	13/05/2019 15/05/2019	3	Faculty (WS)	30
6.	Management Development Programme	GoK	20/05/2019 24/05/2019	5	Faculty (PA-1)	30
7.	Building Organization Excellence	GoK	23/05/2019 25/05/2019	3	Faculty (BS)	30
8.	Ethics in Administration	GoK	27/05/2019 29/05/2019	3	Faculty (PA-2)	30
9.	Workshop on Audit and Accounts	GoK	27/05/2019 29/05/2019	3	Faculty (FM)	30
10.	Gender Budgeting	GoK	27/05/2019 29/05/2019	3	Faculty (WS)	30
11.	Common Foundation Course	GoK	27/05/2019 20/07/2019	8 W	Faculty	50

Training Calendar for the Month of JUNE 2019

Sl. No.	Name of the Programme	Sponsor-ing Dept.,	Dates	Dura-tion	Course Coordinator Sri/Smt	No. of Participants
1.	Right to Information Act 2005	GoK	03/06/2019 04/06/2019	2	Faculty (Law)	30
2.	Training on Prohibition of Indecent Representation of Women in Media	GoK	06/06/2019 07/06/2019	2	Faculty (WS)	30
3.	Office Management	GoK	10/06/2019 12/06/2019	3	Faculty (PA-1)	30
4.	Contract Management	GoK	10/06/2019 12/06/2019	3	Faculty (FM)	30
5.	Competency Mapping	GoK	13/06/2019 15/06/2019	3	Faculty (BS)	30
6.	Human Rights	GoK	13/06/2019 15/06/2019	3	Faculty (Core)	30
7.	Child Protection Issues & Suggestive Measures	GoK	13/06/2019 15/06/2019	3	Faculty (WS)	30
8.	Common Foundation Course	GoK	17/06/2019 09/08/2019	8 weeks	Faculty	30
9.	Good Governance	DoPT	17/06/2019 19/06/2019	3	Faculty (E&P)	30
10.	Senior Citizens Maintenance & Welfare Training	GoK	17/06/2019 19/06/2019	3	Faculty (WS)	30
11.	Financial Management	GoK	17/06/2018 21/06/2018	5	Faculty (FM)	30
12.	Management Development Programmes	GoK	17/06/2019 21/06/2019	5	Faculty (PA-2)	30
13.	Leadership & Team Building	GoK	20/06/2019 22/06/2019	3	Faculty (BS)	30
14.	Management of Training	DoPT National Level	24/06/2019 28/06/2019	5	Faculty (WS)	30
15.	IT for Effective Office Management	GoK	24/06/2019 28/06/2019	5	System Analyst	30
16.	Court Procedure	GoK	27/06/2019 29/06/2019	3	Faculty (Law)	30
17.	Orientation Training Programme for IAS Probationary Officers	GoK	June/July	6 W	Faculty	30

Training Calendar for the Month of July 2019

Sl. No.	Name of the Programme	Sponsor-ing Dept.,	Dates	Dura-tion	Course Coordinator Sri/Smt	No. of Participants
1.	Managing Performance	GoK	01/07/2019 03/07/2019	3	Faculty (BS)	30
2.	Right to Information Act 2005	GoK	01/07/2019 02/07/2019	2	Faculty (Law)	30
3.	Khajane – 2	GoK	04/07/2019 06/07/2019	3	Faculty	30
4.	Third Gender Policy and its implementation	GoK	08/07/2019 10/07/2019	3	Faculty (WS)	30
5.	Office Management	DoPT	08/07/2019 10/07/2019	3	Faculty (PA-1)	30
6.	Good Governance	GoK	08/07/2019 10/07/2019	3	Faculty (E&P)	30
7.	Human Rights	GoK	10/07/2019 12/07/2019	3	Faculty (Core)	30
8.	Direct Trainer Skills	DoPT National Level	15/07/2019 19/07/2019	5	Faculty (AT)	30
9.	Design of Training	DoPT National Level	22/07/2019 26/07/2019	5	Faculty (AT)	30
10.	Workshop on Pension	GoK	22/07/2019 24/07/2019	3	Faculty (FM)	30
11.	Management Development Programmes	GoK	22/07/2019 26/07/2019	5	Faculty (PA-1)	30
12.	Common Foundation Course	GoK	22/07/2019 13/09/2019	8 W	Faculty	30
13.	Combating Gender based Violence	GoK	22/07/2019 24/07/2019	3	Faculty (WS)	30
14.	Administrative Law	GoK	29/07/2019 31/07/2019	3	Faculty (Law)	30
15.	Ethics in Administration	DoPT	29/07/2019 31/07/2019	2	Faculty (PA-2)	30
16.	Contract Management	GoK	29/07/2019 31/07/2019	3	Faculty (FM)	30

Training Calendar for the Month of August 2019

Sl. No.	Name of the Programme	Sponsoring Dept.,	Dates	Duration	Course Coordinator Sri/Smt	No. of Participants
1.	Right to Information Act 2005	GoK	01/08/2019 02/08/2019	2	Faculty (Law)	30
2.	Stress Management	GoK	01/08/2019 03/08/2019	3	Faculty (BS)	30
3.	Child Protection – Issues & Suggestive Measures	GoK	01/08/2019 03/08/2019	3	Faculty (WS)	30
4.	Khajane-2	GoK	05/08/2019 07/08/2019	3	Faculty (PA-2)	30
5.	Office Management	GoK	05/08/2019 07/08/2019	3	Faculty (PA-I)	30
6.	Human Rights	GoK	05/08/2019 07/08/2019	3	Faculty (Core)	30
7.	ToT on Prevention of Sexual Harassment at Workplace	GoK	13/08/2019 14/08/2019	2	Faculty (WS)	30
8.	Common Foundation Course	GoK	19/08/2019 11/10/2019	8 w	Faculty	50
9.	e-Procurement	DoPT	19/08/2019 21/08/2019	3	Faculty (E&P)	30
10.	Training Need Assessment	DoPT National Level	19/08/2019 30/08/2019	2 w	Faculty (WS)	30
11.	Workshop on Audit and Accounts	GoK	19/08/2019 21/08/2019	3	Faculty (FM)	30
12.	Change Management	GoK	19/08/2019 21/08/2019	3	Faculty (BS)	30
13.	Court Procedure	GoK	22/08/2019 24/08/2019	3	Faculty (Law)	30
14.	Evaluation of Training	DoPT National Level	26/08/2019 30/08/2019	5	Faculty (WS)	30
15.	IT for Effective Office Management	GoK	26/08/2019 30/08/2019	5	System Analyst	30
16.	Management Development Programmes	GoK	26/08/2019 30/08/2019	5	Faculty (BS)	30
17.	Contract Management	GoK	28/08/2019 30/08/2019	3	Faculty (FM)	30

Training Calendar for the Month of September 2019

Sl. No.	Name of the Programme	Sponsor -ing Dept.,	Dates	Duration	Course Coordinator Sri/Smt	No. of Participants
1.	Facilitation Skill	DoPT National Level	04/09/2019 06/09/2019	3	Faculty (WS)	30
2.	Ethics in Administration	GoK	04/09/2019 06/09/2019	3	Faculty (PA-2)	30
3.	Workshop on Pension	GoK	04/09/2019 06/09/2019	3	Faculty (FM)	30
4.	Right to Information Act 2005	GoK	05/09/2019 06/09/2019	2	Faculty (Law)	30
5.	Stress Management	DoPT	11/09/2019 13/09/2019	3	Faculty (BS)	30
6.	Office Management	GoK	11/09/2019 13/09/2019	3	Faculty (PA-1)	30
7.	Human Rights	GoK	11/09/2019 13/09/2019	3	Faculty (Law)	30
8.	Direct Trainer Skills	DoPT National Level	16/09/2019 20/09/2019	5	Faculty (AT)	30
9.	Financial Management	GoK	16/09/2019 20/09/2019	5	Faculty (FM)	30
10.	Training on Prohibition of Indecent Representation of Women in Media	GoK	19/09/2019 21/09/2019	3	Faculty (WS)	30
11.	Design of Training	DoPT National Level	23/09/2019 27/09/2019	5	Faculty (AT)	30
12.	Workbook Development	GoK	23/09/2019 25/09/2019	3	Faculty (BS)	30
13.	Good Governance	GoK	23/09/2019 25/09/2019	3	Faculty (E&P)	30
14.	Management Development Programme	GoK	23/09/2019 27/09/2019	5	Faculty (PA-2)	30
15.	Human Rights	GoK	25/09/2019 27/09/2019	3	Faculty (Law)	30
16.	Khajane-2	GoK	25/09/2019 27/09/2019	3	Faculty (DE&P)	30

Training Calendar for the Month of October 2019

Sl. No.	Name of the Programme	Sponsoring Dept.,	Dates	Duration	Course Coordinator Sri/Smt	No. of Participants
1.	Contract Management	GoK	09/10/2019 11/10/2019	3	Faculty (FM)	30
2.	Upgrading Training Module	GoK	10/10/2019 11/10/2019	2	Faculty (BS)	30
3.	Right to Information Act 2005	GoK	10/10/2019 11/10/2019	2	Faculty (Law)	30
4.	Building Organizational Excellence	DoPT	14/10/2019 16/10/2019	3	Faculty (BS)	30
5.	Common Foundation Course	GoK	14/10/2019 07/12/2019	8 w	Faculty	50
6.	Office Management	GoK	14/10/2019 16/10/2019	3	Faculty (PA-1)	30
7.	Khajane-2	GoK	17/10/2019 19/10/2019	3	Faculty	30
8.	Human Rights	GoK	17/10/2019 19/10/2019	3	Faculty (Core)	30
9.	Leadership & Team Building	DoPT	21/10/2019 23/10/2019	3	Faculty (BS)	30
10.	Management Development Programme	GoK	21/10/2019 25/10/2019	5	Faculty	30
11.	Introduction to SAT Course	DoPT (TDP)	24/10/2019 26/10/2019	2	Faculty (WS)	30
12.	Administrative Law	GoK	24/10/2019 26/10/2019	3	Faculty (Law)	30
13.	Gender Budgeting	GoK	24/10/2019 26/10/2019	3	Faculty (WS)	30

Training Calendar for the Month of November 2019

Sl. No.	Name of the Programme	Sponsoring Dept.,	Dates	Duration	Course Coordinator Sri/Smt	No. of Participants
1.	Common Foundation Course	GoK	04/11/2019 28/12/2019	8 Weeks	Faculty	50
2.	Administrative Law	DoPT	04/11/2019 06/11/2019	3	Faculty (Law)/	30
3.	Combating Gender Based Violence	GoK	06/11/2019 08/11/2019	3	Faculty (WS)	30
4.	Human Rights	GoK	06/11/2019 08/11/2019	3	Faculty (Core)	30
5.	Office Management	GoK	11/11/2019 13/11/2019	3	Faculty (PA-1)	30
6.	Ethics in Administration	GoK	11/11/2019 13/11/2019	3	Faculty (PA-2)	30
7.	Workshop on Audit & Accounts	GoK	11/11/2019 13/11/2019	3	Faculty (FM)	30
8.	Khajane – 2	GoK	13/11/2019 14/11/2019	2	Faculty	30
9.	Direct Trainer Skills	DoPT National Level	18/11/2019 22/11/2019	5	Faculty (WS)	30
10.	Management Development Programme	GoK	18/11/2019 22/11/2019	5	Faculty (BS)	30
11.	Design of Training	DoPT National Level	25/11/2019 29/11/2019	5	Faculty (WS)	30
12.	Good Governance	GoK	25/11/2019 27/11/2019	3	Faculty (E&P)	30
13.	Human Rights	DoPT	25/11/2019 27/11/2019	3	Faculty (Law)/Core	30
14.	Workshop on Pension	GoK	25/11/2019 27/11/2019	3	Faculty (FM)	30
15.	Stress Management	GoK	28/11/2019 30/11/2019	3	Faculty (BS)	30
16.	Right to Information Act 2005	GoK	28/11/2019 29/11/2019	2	Faculty (Law)	30
17.	Third Gender Policy and its implementation	GoK	28/11/2019 29/11/2019	2	Faculty (WS)	30

Training Calendar for the Month of December 2019

Sl. No.	Name of the Programme	Sponsor -ing Dept.,	Dates	Duration	Course Coordinator Sri/Smt	No. of Participants
1.	Change Management	GoK	02/12/2019 04/12/2019	3	Faculty (BS)	30
2.	Administrative Law	GoK	02/12/2019 04/12/2019	3	Faculty (Law)	30
3.	Mentoring Skill	DoPT (National Level)	02/12/2019 04/12/2019	3	Faculty (WS)	30
4.	Common Foundation Course	GoK	09/12/2019 01/02/2020	8 W	Faculty	50
5.	Experiential Learning Tools	DoPT (National Level)	09/12/2019 13/12/2019	5	Faculty (WS)	30
6.	Stress Management	GoK	09/12/2019 11/12/2019	3	Faculty (BS)	30
7.	Human Rights	GoK	09/12/2019 11/12/2019	3	Faculty (Core)	30
8.	Office Management	GoK	16/12/2018 18/12/2018	3	Faculty (PA-I)	30
9.	Gender Budgeting	DoPT	16/12/2019 18/12/2019	3	Faculty (WS)	30
10.	Court Procedure	GoK	16/12/2019 18/12/2019	3	Faculty (Law)	30
11.	Management Development Programme	GoK	16/12/2019 20/12/2019	5	Faculty (BS)	30
12.	Right to Information Act 2005	GoK	23/12/2019 24/12/2019	2	Faculty (Law)	30
13.	Khajane-2	GoK	23/12/2019 24/12/2019	2	Faculty (PA2)	30
14.	Contract Management	GoK	26/12/2019 28/12/2019	3	Faculty (FM)	30
15.	Leadership & Team Building	GoK	26/12/2019 28/12/2019	3	Faculty (BS)	30
16.	Human Rights	GoK	26/12/2019 28/12/2019	3	Faculty (Law)	30
17.	National Training Policy	DoPT (National Level)	30/12/2019 31/12/2019	2	Faculty (WS)	30

Training Calendar for the Month of January 2020

Sl. No.	Name of the Programme	Sponsoring Dept.,	Dates	Duration	Course Coordinator Sri/Smt	No. of Participants
1.	Good Governance	GoK	02/01/2020 04/01/2020	3	Faculty (E&P)	30
2.	Ethics in Administration	GoK	02/01/2020 04/01/2020	3	Faculty (PA-2)	30
3.	Child Protection Issues & Suggestive Measures	GoK	02/01/2020 04/01/2020	3	Faculty (WS)	30
4.	Khajane-2	GoK	02/01/2020 03/01/2020	2	Faculty (DE&P)	30
5.	Common Foundation Course	GoK	06/01/2020 29/02/2020	8 W	Faculty	50
6.	Financial Management	GoK	06/01/2020 10/01/2020	5	Faculty (FM)	30
7.	Right to Information Act 2005	GoK	13/01/2020 14/01/2020	2	Faculty (Law)	30
8.	Office Management	GoK	16/01/2020 18/01/2020	3	Faculty (PA-1)	30
9.	Building Organizational Excellence	GoK	16/01/2020 18/01/2020	3	Faculty (BS)	30
10.	Gender Budgeting	GoK	16/01/2020 18/01/2020	3	Faculty (WS)	30
11.	Workshop on Pension	GoK	20/01/2020 22/01/2020	3	Faculty (FM)	30
12.	Training Need Assessment	DoPT National Level	20/01/2020 31/01/2020	2 W	Faculty (BS)	30
13.	Human Rights	GoK	20/01/2020 22/01/2020	3	Faculty (Core)	30
14.	Managing Performance	GoK	27/01/2020 29/01/2020	3	Faculty (BS)	30
15.	Administrative Law	GoK	27/01/2020 29/01/2020	3	Faculty (Law)	30
16.	Senior Citizens Maintenance & Welfare Training	GoK	27/01/2020 29/01/2020	3	Faculty (WS)	30
17.						

Training Calendar for the Month of February 2020

Sl. No.	Name of the Programme	Sponsor -ing Dept.,	Dates	Duration	Course Coordinator Sri/Smt	No. of Participants
1.	Khajane-2	GoK	03/02/2020 04/02/2020	2	Faculty (PA-2)	30
2.	Workbook Development	GoK	25/02/2020 27/02/2020	3	Faculty (BS)	30
3.	Stress Management	GoK	10/02/2020 12/02/2020	3	Faculty (BS)	30
4.	Combating Gender based Violence	GoK	10/02/2020 12/02/2020	3	Faculty (WS)	30
5.	Right to Information Act 2005	GoK	10/02/2020 11/02/2020	2	Faculty (Law)	30
6.	Office Management	GoK	17/02/2020 19/02/2020	3	Faculty (PA-1)	30
7.	Contract Management	GoK	17/02/2020 19/02/2020	3	Faculty (FM)	30
8.	Management Development Programmes	GoK	24/02/2020 28/02/2020	5	Faculty (BS)	30
9.	Human Rights	GoK	24/02/2020 26/02/2020	3	Faculty (Core)	30
10.	Child Protection Issues & Suggestive Measures	GoK	26/02/2020 28/02/2020	3	Faculty (WS)	30

Training Calendar for the Month of March 2020

Sl. No.	Name of the Programme	Sponsor-ing Dept.,	Dates	Duration	Course Coordinator Sri/Smt	No. of Participants
1.	Upgrading Training Module	GoK	02/03/2020 04/03/2020	3 days	Faculty (BS)	30
2.	Right to Information Act 2005	GoK	02/03/2020 03/03/2020	2 days	Faculty (Law)	30
3.	Ethics in Administration	GoK	02/03/2020 04/03/2020	3	Faculty (PA-2)	30
4.	Khajane-2	GoK	05/03/2020 06/03/2020	2	Faculty (PA-1)	30
5.	Workshop on Pension	GoK	09/03/2020 11/03/2020	3	Faculty (FM)	30
6.	Competency Mapping (Design thinking organizational Excellence)	GoK	09/03/2020 11/03/2020	3	Faculty (BS)	30
7.	Combating Gender Based Violence	GoK	11/03/2020 13/03/2020	3	Faculty (WS)	30
8.	Office Management	GoK	16/03/2020 18/03/2020	3	Faculty (PA-1)	30
9.	Human Rights	GoK	16/03/2020 18/03/2020	3	Faculty (Core)	30
10.	Child Protection Issues & Suggestive Measures	GoK	19/03/2020 21/03/2020	3	Faculty (WS)	30
11.	Court Procedure	GoK	26/03/2020 28/03/2020	3	Faculty (Law)	30
12.	Good Governance	GoK	26/03/2020 28/03/2020	3	Faculty (E&P)	30
13.	Contract Management	GoK	26/03/2020 28/03/2020	3	Faculty (FM)	30