

## TRAINING CALENDAR FOR 2009-2010

SI No.	PROGRAMME	DATE	ATI	DISTRICT	DURATION	TARGETS	COURSE DIRECTOR
1	Office Management (Conduct Rules, Off Proc)(DOPT)	13 <sup>th</sup> -24 <sup>th</sup> April 09	MATI		2 weeks	State Govt. depts.	Director MATI
2	Sensitization on HR (NHRC)	6 <sup>th</sup> -7 <sup>th</sup> April 09	MATI		2 days	Govt. Off, NGO Civil Societies	Director MATI
3	Training on RTI Act	22 <sup>nd</sup> -23 <sup>rd</sup> April 09	MATI		2 days	NGOs/Civil Societies/CBO	Director MATI
4	Training on RTI Act	28 <sup>th</sup> -29 <sup>th</sup> APRIL 09	MATI		2 days	NGOs/Civil Societies/CBO	Director MATI
5	Training of Urban Local Bodies - DM	6 <sup>th</sup> -8 <sup>th</sup> May 09	MATI		3 days	Officers from SMB & MUDA	Faculty Head DM Cell
6	Direct Training Skills	4 <sup>th</sup> -8 <sup>th</sup> May 09	MATI		1 week	State Govt. dept	Director MATI
7	Financial Management	11 <sup>th</sup> -22 <sup>nd</sup> May 09	MATI		2 weeks	State Govt. dept	Director MATI
8	Training of the 23rd batch Group B	11 <sup>th</sup> May 09 - 28 <sup>th</sup> July 09	MATI		60 working Days	Group B Sect.Asst.	Director MATI
9	Consumer Rights	25 <sup>th</sup> -27 <sup>th</sup> May 09	MATI		3 days		Director MATI
10	Training on RTI Act	28 <sup>th</sup> & 29 <sup>th</sup> May 09	MATI		2 days		Director MATI
11	Basic DM concept	25 <sup>th</sup> -29 <sup>th</sup> May 09	MATI		5 days	Nodal Officers from Block Level	Faculty Head DM Cell
12	Office Management (Conduct Rules, Off Proc)(DOPT)	15 <sup>th</sup> -19 <sup>th</sup> June 09		JH	1 week	State Govt. dept	Director MATI
13	Workshop on Women's rights (NHRC)	4 <sup>th</sup> -5 <sup>th</sup> June 09	MATI		2 days	Govt. Off/NGOs/civil Societies/CS	Director MATI
14	Training on RTI Act	10 <sup>th</sup> & 11 <sup>th</sup> June 09	MATI		2 days		Director MATI
15	Direct Training Skills	15 <sup>th</sup> -19 <sup>th</sup> June 09	MATI		1 week	State Govt. dept	Director MATI

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16	DM- Sectoral Program on Health	8 <sup>th</sup> -12 <sup>th</sup> June 09	MATI		5 days	Medical Officers & Para Medics	Faculty Head DM Cell
17	Basic DM concept	22 <sup>nd</sup> -26 <sup>th</sup> June 09	MATI		5 days	Officers of Social Welfare & AWWs	Faculty Head DM Cell
18	Computer Fundamentals & Applications	15 <sup>th</sup> -26 <sup>th</sup> June 09	MATI		2 week	Staff of HOD	Director MATI
19	Office Management (Conduct Rules, Off Proc Dept. Proceedings, etc.)(DOPT)	20 <sup>th</sup> -24 <sup>th</sup> July 09		WKH	1 week	State Govt Departments	Director MATI
20	Financial Management (DOPT)	13 <sup>th</sup> – 17 <sup>th</sup> July 09		Ri Bhoi	1 week		Director MATI
21	Office Management (Conduct Rules, Off Proc)(DOPT)	6 <sup>th</sup> -10 <sup>th</sup> July 09		EGH	1 week	State Govt Departments	Director MATI
22	Women Empowerment (DOPT)	7 <sup>th</sup> -8 <sup>th</sup> July 09		Ri Bhoi	2 days		Director MATI
23	Training on RTI Act	8 <sup>th</sup> & 9 <sup>th</sup> July 09	MATI		2 days		Director MATI
24	Training on RTI Act	22 <sup>nd</sup> & 23 <sup>rd</sup> July 09	MATI		2 days	NGOs/Civil Societies/CBO	Director MATI
25	Training of Urban Local Bodies (DM)	14 <sup>th</sup> -16 <sup>th</sup> July 09	MATI		3 days	NGOs/CBO/SHGs	Faculty Head DM Cell
26	Hazard Specific Flood (DM)	27 <sup>th</sup> – 31 <sup>st</sup> July 09	MATI		5 days	Officers & Engineers of Line Depts.	Faculty Head DM Cell
27	Training 24th Batch Group A Secretariat Assistant	10 <sup>th</sup> Aug - 30 <sup>th</sup> Oct. 09	MATI		60 Working days	Group A secretariat Assnt	Director MATI
28	Office Management (Conduct Rules, Off Proc)(DOPT)	17 <sup>th</sup> -21 <sup>th</sup> Aug 09		WGH	1 weeks	State Govt Departments	Director MATI
29	Financial Management	3 <sup>rd</sup> -8 <sup>th</sup> Aug 09		WKH	1 weeks	State Govt Departments	Director MATI

## TRAINING CALENDAR FOR 2009-2010

30	Exam (23rd Batch ) Group B	17 <sup>th</sup> – 20 <sup>th</sup> Aug 09	MATI		4 days	Group B Sect.Asst.	Director MATI
31	Training on RTI Act	10 <sup>th</sup> - 11 <sup>th</sup> Aug 09	MATI		2 days	NGOs/Civil Societies/CBO	Director MATI
32	Formulation of District (DM) Plan	18 <sup>th</sup> - 20 <sup>th</sup> Aug 09	MATI		3 days		Faculty Head DM Cell
33	Hazard Specific Earth Quake (DM)	24 <sup>th</sup> - 28 <sup>th</sup> Aug 09	MATI		5 days	Principal of Schools & Colleges, Managements Board,B.Ed,DIET etc.	Faculty Head DM Cell
34	Workshop on Child Trafficking/Human Trafficking	6 <sup>th</sup> - 7 <sup>th</sup> Aug 09	MATI		2 days	Govt. Off/NGOs/civil Societies/CS	Director MATI
35	Training on RTI	29 <sup>th</sup> -30 <sup>th</sup> Aug 09	MATI		2 days		Director MATI
36	Office Management (Conduct Rules, Off Proc)(DOPT)	14 <sup>th</sup> -19 <sup>th</sup> Sep 09		SGH	1 weeks	State Govt Departments	Director MATI
37	Financial Management (DOPT)	7 <sup>th</sup> -11 <sup>th</sup> Sep 09		EGH	1 weeks	State Govt Departments	Director MATI
38	Women Empowerment	9 <sup>th</sup> -11 <sup>th</sup> Sep 09		Ri Bhoi	3 days		Director MATI
39	Capacity Building Seminar on Differently Able Persons	8 <sup>th</sup> -9 <sup>th</sup> Sep 09	MATI		2 days	Govt. Off/NGOs/civil Societies	Director MATI
40	Training on RTI Act	3 <sup>rd</sup> -4 <sup>th</sup> sep 09	MATI		2 days		Director MATI
41	Training on RTI Act	23 <sup>rd</sup> -24 <sup>th</sup> Sep 09	MATI		2 days		Director MATI
42	Hazards Specific Cyclones Basic Concept of DM	7 <sup>th</sup> -11 <sup>th</sup> Sep 09	MATI		5 days	Officers of MCS	Faculty Head DM Cell
43	Formulation of DDMP (DM)	16 <sup>th</sup> -18 <sup>th</sup> Sep 09	MATI		3days	Members of Disaster Management Committee Jaintia Hills & Ri Bhoi District	Faculty Head DM Cell

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44	Office Management (Conduct Rules, Off Proc)(DOPT)	12 <sup>th</sup> -16 <sup>th</sup> Oct 09		Ri Bhoi	1 Weeks	State Govt. Departments	Director MATI
45	Financial Management (DOPT)	5 <sup>th</sup> -9 <sup>th</sup> Oct 09		WGH	1 weeks	State Govt. Departments	Director MATI
46	Computer Fundamentals & Applications	5 <sup>th</sup> -16 <sup>th</sup> Oct 09	MATI		2 weeks	Sect. Asst	Director MATI
47	Direct Training Skills (DOPT)	25 <sup>th</sup> -30 <sup>th</sup> Oct 09	MATI		1 week		Director MATI
48	Training on RTI Act.	7 <sup>th</sup> -8 <sup>th</sup> Oct 09	MATI		2 days		Director MATI
49	Workshop on Protection of Human Rights-Role of Judiciary	14 <sup>th</sup> -15 <sup>th</sup> Oct 09	MATI		2 days		Director MATI
50	Sectoral Training Programme for Trainers by HG & CD- DM	5 <sup>th</sup> -9 <sup>th</sup> Oct 09	MATI		5 days	Disaster Management Team & Quick Response Team	Faculty Head DM Cell
51	Training on RTI Act	20 <sup>th</sup> -21 <sup>st</sup> Oct 09	MATI		2 days		Director MATI
52	Basic DM Concept	26 <sup>th</sup> -30 <sup>th</sup> Oct 09	MATI		5 days	Officers of Line Duty	Faculty Head DM Cell
53	Financial Management (DOPT)	9 <sup>th</sup> -13 <sup>th</sup> Nov 09		JH	1 week	State Govt Departments	Director MATI
54	Office Management (Conduct Rules, Off Proc)(DOPT)	16 <sup>th</sup> -27 <sup>th</sup> Nov 09	MATI		1 week	State Govt Departments	Director MATI
55	Computer Fundamentals & Applications	2 <sup>nd</sup> -13 <sup>th</sup> Nov 09	MATI		2 weeks	Sect.Asst	Director MATI
56	Training on RTI Act	4 <sup>th</sup> -5 <sup>th</sup> Nov 09	MATI		2 days		Director MATI
57	Workshop on Women empowerment & Gender Equality	10 <sup>th</sup> -11 <sup>th</sup> Nov 09	MATI		2 days	Govt. Off/NGOs/civil Societies/CS	Director MATI

## TRAINING CALENDAR FOR 2009-2010

58	Training on RTI Act	18 <sup>th</sup> -19 <sup>th</sup> Nov 09	MATI		2 days		Director MATI
59	Sectoral Training Programme for Trainers (Education)- DM	9 <sup>th</sup> -13 <sup>th</sup> Nov 09	MATI		5 days	School/College Management Board members & Resource Persons B.Ed, DERT	Faculty Head DM Cell
60	Exam (24rd Batch ) Group A	18 <sup>th</sup> -19 <sup>th</sup> Nov 09	MATI		2 days		Director MATI
61	Training on RTI Act	7 <sup>th</sup> -8 <sup>th</sup> Dec 09	MATI		2 days		Director MATI
62	Seminar on Human Rights concepts and Issues	2 <sup>nd</sup> -3 <sup>rd</sup> Dec09		WGH	2 days	Govt. Off/NGOs/civil Societies/CS	Director MATI
63	Training in gender & DM	8 <sup>th</sup> -10 <sup>th</sup> Dec 09	MATI		3 days	State Nodal Agencies & DM Agencies	Faculty Head DM Cell
64	Training on RTI Act	16 <sup>th</sup> -17 <sup>th</sup> Dec 09	MATI		2 days		Director MATI
65	Training on Human Rights in Relation to HIV/AIDS	8 <sup>th</sup> -9 <sup>th</sup> Dec 09	MATI		2 days	Govt. Off/NGOs/civil Societies/CS	Director MATI
66	Training on RTI Act	7 & 8 Jan 10	MATI		2 days		Director MATI
67	Women Empowerment (DOPT)	11 <sup>th</sup> -13 <sup>th</sup> Jan 2010		WGH/EGH	3 Days	Govt. Off/NGOs/civil Societies/CS	Director MATI
68	Training on RTI Act	18 <sup>th</sup> and 19 <sup>th</sup> Jan 10	MATI		2 days		Director MATI
69	Building codes & Design for disaster safe Built Environment (DM)	18 <sup>th</sup> – 22 <sup>nd</sup> Jan 10	MATI		5 days	Departmental Engineers & Architects	Faculty Head DM Cell
70	Rights of Children	28 <sup>th</sup> & 29 <sup>th</sup> Jan 10	MATI		2 days	Govt. Off/NGOs/civil Societies/CS	Director MATI
71	Financial Management (DOPT)	8 <sup>th</sup> -12 <sup>th</sup> Feb 10		SGH	1 week	State Govt Departments	Director MATI
72	Training on RTI Act	9 <sup>th</sup> & 10 <sup>th</sup> Feb 10	MATI		2 days		Director MATI

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73	Training on RTI Act	25 <sup>th</sup> & 26 <sup>th</sup> Feb 10	MATI		2 days		Director MATI
74	Training on Disaster resistant Housing & Technology	17 <sup>th</sup> -18 <sup>th</sup> Feb 10	MATI		2days	Masons	Director MATI
75	Financial Management (DOPT)	15 <sup>th</sup> -19 <sup>th</sup> Feb 10	MATI		5 days	State Govt Departments	Director MATI
76	Formulation of DDMP	19 <sup>th</sup> -21 <sup>st</sup> Feb 10	MATI		3 days	Members of Management Committee of Garo Hills Dist.	Director MATI
77	Training on RTI Act.	4 <sup>th</sup> & 5 <sup>th</sup> March 10	MATI		2 days		Director MATI
78	Sectoral Training of Trainers (Education)- DM	3 <sup>rd</sup> week March 10	MATI		3 days	School Teachers	Faculty Head DM Cell
79	Training on RTI Act	18 <sup>th</sup> & 19 <sup>th</sup> March 10	MATI		2 days		Director MATI