

Government of Karnataka



ADMINISTRATIVE TRAINING INSTITUTE

Lalithamahhal Road, Mysore – 570 011

Phone: 0821-2443264, 2443839, 2522142 Fax: 2523899 e-mail:dg-ati-kamy@nic.in

Web: <http://www.atimysore.gov.in>

No: TRG/Circular.04 /2008-09

Dated, 23rd December 2008.

Circular

Subject: Time schedule for training activities for quality training.

It is felt, during reviews and meetings , that there is a need to streamline certain procedures connected with the training process. It has been emphasized that a timeline should be maintained for all activities associated with the conduct of training courses. This is to suggest a time schedule for training courses, with the objectives:

- To maintain quality in the training content, process, schedule, reading material, resource persons
- To fix responsibility and accountability on Course Director/ Coordinator/ Assistant/ Warden/ Office Gazetted Manager/ AEE for various activities
- To foster coordination among the personnel of the Training Institute
- To meet the expectations of the sponsoring agency/trainees
- To maintain financial discipline

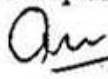
TIME SCHEDULE FOR TRAINING ACTIVITIES

Sl. No.	Work activity	Standard Time schedule	Person Responsible
1	Writing of Brochure with objectives & outcomes expected from course/ Approval of course	40 days Before Commencement of the Course (BCC)	JD (Trg), Course Director
2	Dispatch of Nomination Letters	30 days BCC	Course Director
3	Preparing Reading Material/ Course Material/Handouts	20 days BCC	Course Director
4	Reminder regarding nominations	15 days BCC	Course Director
5	DG's Intervention for nominations, if required	10 days BCC	Course Director
6	Guest Faculty tie-up and seeking necessary approvals (e.g. Boarding & Lodging to outside faculty)	7 days BCC	Course Director/ Hostel Warden
7	Invitation to the outside dignitary for inauguration, if any	7 days BCC	JD (Trg)/ Course Director
8	Preparing Work Schedule	5 days BCC	Course Director

9	Issuance of Administrative order	5 days BCC	JD (Adm)
10	Sending of requisitions regarding stationery, training gadgets, vehicle etc to the concerned section	5 days BCC	Course Assistant
11	Follow up of Nominations/ confirmation to participants	5 days BCC	JD (Trg)/ Course Director
12	Briefing with Director General regarding reading material, handouts, brochure and work schedule	4 days BCC	Course Director
13	Invitation to Director General for Inauguration	3 days BCC	Course Director
14	Supply of stationery and other store items to the Course Coordinator	2 days BCC	JD (Adm)
15	Sending of work schedule to the Training and Administrative Sections	2 days BCC	Course Director
16	Allotment of Vehicle and training gadgets	1 day BCC	Faculty (NRM)/ JD (Adm)
17	Cleanliness and other preparation of Training Hall	1 day BCC	JD (Trg) Course Assistant
18	Inspection to the Training Hall and Dinning Hall to assess the completion of preparations	1 day BCC	JD (Trg) Course Assistant
19	Registration of Participants	1 st day of the Course	Course Assistant
20	Inauguration of the course	1 st day of the Course	Course Director
21	Group/Class room Photographs for the course	1 st or 2 nd day of the Course	JD (Trg); Course Director
22	Preparation of Course Certificates and getting signatures from the Director General	one day before conclusion of the Course	Course Assistant
23	Course Feed back/Evaluation session	Last day of the Course	Course Director
24	Valediction of the Course	Last day of the Course	Course Director
25	In case of Sponsored Courses, inform Sponsoring Agency about the completion of the course along with details on number of participants attending, etc	Within one week of completion of the Course	JD (Trg); Course Director
26	Support System Facilities like audio-visual aids, electricity, catering, maintenance of the Training Hall etc	Throughout the Course	JD (Adm)/ Hostel Warden/AEE

27	Compilation of Course report	Within 7 days After Conclusion of the Course(ACC)	JD (Trg); Course Director
28	Submitting Course Report to the Director General, Library, Training Section and Sponsoring Agency	Within 8 days ACC	Course Director
29	Adjustment of Financial accounts of the Course	Within 15 days ACC	JD (Adm), JD (Trg) Accounts Supdt.
30	Sending of Utilization Certificate, if any	Within 30 days ACC	JD (Adm), JD (Trg) Accounts Supdt.

All are directed to follow the timeframe so that the Institute can achieve total quality in conducting training program.


 28/12/08
 (AMITA PRASAD)
 Director General.

Copy for information and necessary action to:

1. The Joint Director (Admn./ Joint Director (TRG),
2. The Director, SIUD/SIRD
3. All the Faculty members/AEE/Hostel Warden/All Staff/Course Assistants
4. Faculty, Centre for Disaster Management
5. Principals of all DTIs in the state.
6. File Copy

C.C. to: Principal Secretary, D.P.A.R. (A.R.) for kind information.