



# Dr. MCR HRD Institute of Telangana

## Training Calendar 2022-2023

Sl.No.	Ttitle of the Course	Center	Category	From	To	Course Coordinator	Traget Group
<b>Apr-22</b>							
1	Advanced MS Office	CIT	State	11/04/2022	13/04/2022	Sri Md. Khadeer	All the State Govt. Employees
2	Basic Computer training on MS Office	CIT	State	18/04/2022	22/04/2022	Smt. K. Jyoti	All the State Govt. Employees
3	Orientation Programme for Public Servants in the context of Telangana	CTS	State	18.04.2022	21.04.2022	Dr.P Shreenivas	Gazetted / Non Gazetted
4	Refresher Course on Scrutiny of bills,PD Accounts	CFM (Ac.T.W)	State	19.04.2022	21.04.2022	PVSP	SA/STO (Treasury Branch)
5	Orientation Training Programme on Cyber Security	CIT	State	25/04/2022	27/04/2022	Smt. S. Radhika	All the State Govt. Employees
6	Specialised Training Programme on Data Analytics with Excel	CIT	State	28/04/2022	30/04/2022	Sri Md. Khadeer	All the State Govt. Employees
<b>May-22</b>							
7	Specialised Training Programme on Data Visualization with Excel	CIT	State	05/05/2022	07/05/2022	Smt. Ch. Sirisha	All the State Govt. Employees
8	Orientation Training Programme on Emerging Technologies	CIT	State	09/05/2022	11/05/2022	Smt. Sridevi Ayaluri	Project/Program/IT Managers/Sr. officials



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<b>May-22</b>							
9	Training Programme for Senior Auditors and Assistant Audit Officers on the usage of the Soft ware applications in Urban Local Bodies facilitating ease in conduct of Audits	CFM (AdTw)	State	17.05.2022	19.05.2022	Ramu Banoth	Senior Auditors and Assistant Audit Officers
10	Refresher Training Programme on Financial Matters (Tenders, Loss of Stores, e-Procurement, Relevant Rules of Treasury, Audit Paras, Preparation of Budget)	CFM (Ac.T.W)	State	10.05.2022	12.05.2022	TMB	AAO/ATO/AD/AO & Gazetted Officers of T & A Dept
11	Orientation on SDG-4 "Quality Education"	CSDG	State	11.05.2022	13.05.2022	Dr. Kandukuri Usha Rani	All Gazetted Officer/ Middle level
12	Orientation Training Programme on eOffice Management	CIT	State	16/05/2022	18/05/2022	Smt. K. Jyoti	All the State Govt. Employees
13	Specialised Training Programme on Advanced MS Excel	CIT	State	23/05/2022	25/05/2022	Smt. S. Radhika	All the State Govt. Employees
14	Training Proramme on Noting and Drafting for NGOs	CTS	State	24.05.2022	26.05.2022	Dr.P Shreenivas	Gazetted / Non Gazetted
15	170th Induction Training Programme	CFM (Ac.T.W)	State	24.05.2022	06.08.2022	GVVS	JAs/SAs of T & A Department
16	Training Programme on Handling Court Cases and Drafting Parawise Remarks	CPA	State	26.05.2022	28.05.2022	Dr.RM	Gazetted and Non-Gazetted



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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
17	Basic Disaster Management	CSDG	State	26.05.2022	28.05.2022	Sri. Vinod Kumar Ekbote	All Gazetted Officer/ Middle level
<b>Jun-22</b>							
18	Awareness program in Data Science	CIT	State	06/06/2022	08/06/2022	Smt. S. Radhika	Project/Program/IT Managers/Sr. officials
19	Specialised Training programme on Pay Fixations in different conditions of services for 2nd & 3rd level Gazetted Officers of T & A Department	CFM (Ac.T.W)	State	07.06.2022	09.06.2022	PVSP	AAOs/ATOs/APPOs/ADs/AOs of T & A Dept
20	Basic Computer training on MS Office	CIT	State	13/06/2022	17/06/2022	Sri Md. Khadeer	All the State Govt. Employees
21	Refresher Course on Service matters for NGOs	CPA	State	14.06.2022	19.06.2022	GJR	Supdts., Sr.Assistant and Jr Assistants from HoDs
22	Training Programme/ Work shop on Works Audit for Senior Auditors and Assistant Audit Officers	CFM (AdTw)	State	16.06.2022	17.06.2022	Ramu Banoth	Senior Auditors and Assistant Audit Officers
23	School Safety Plan & Procedures in Various Disasters	TMU	State	16.06.2022	18.06.2022	VS	HM of All Types Social Welfare Schools
24	Orientation Training Programme on Information Security Context and Introduction	CIT	State	21/06/2022	23/06/2022	Smt. Ch. Sirisha	All the State Govt. Employees



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Sl.No.	Ttitle of the Course	Center	Category	From	To	Course Coordinator	Traget Group
25	Training Proramme on Orientation of Telangana for Public functionaires	CTS	State	21.06.2022	23.06.2022	Dr.P Shreenivas	Gazetted / Non Gazetted
26	Refresher Training Programme on Service Matters	CPA	State	21.06.2022	25.06.2022	KSK	Supdts., Sr. Asst., Jr Asst. from HoDs and District offices
27	Orientation on SDG-4 "Quality Education"	CSDG	State	23.06.2022 to	25.06.2022	Dr. Kandukuri Usha Rani	All Gazetted Officer/ Middle level
28	Awareness Training Programme on Machine Learning	CIT	State	27/06/2022	29/06/2022	Smt. K. Jyoti	Project/Program/IT Managers/Sr. officials
<b>Jul-22</b>							
29	Orientation Training Programme on Cyber Security in eGovernance	CIT	State	04/07/2022	06/07/2022	Smt. S. Radhika	All the State Govt. Employees
30	Specialised Training Programme on Office Productivity	CIT	State	06/07/2022	08/07/2022	Smt. Sridevi Ayaluri	All the State Govt. Employees
31	Advanced MS Office	CIT	State	12/07/2022	14/07/2022	Sri Md. Khadeer	All the State Govt. Employees
32	Basic Disaster Management	CSDG	State	12.07.2022	14.07.2022	Sri. Vinod Kumar Ekbote	All Gazetted Officer/ Middle level



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Sl.No.	Ttitle of the Course	Center	Category	From	To	Course Coordinator	Traget Group
<b>Jul-22</b>							
33	Orientation Training Programme on Pension Rules (OPS & CPS/NPS)	CFM (Ac.T.W)	State	12.07.2022	14.07.2022	TMB	JAOs/STOs/SAs
34	Training Programme on Noting & Drafting Skills	CPA	State	13.07.2022	15.07.2022	KSK	Supdts., Sr. Asst., Jr Asst. from HoDs and District offices
35	Sensitization on Sexual Harassment of women at work place Act, 2014	CPA	State	19.07.2022	21.07.2022	Dr.RM	Gazetted officers / NGOs
36	Orientation on SDG-4 "Quality Education"	CSDG	State	20.07.2022	22.07.2022	Dr. Kandukuri Usha Rani	All Gazetted Officer/ Middle level
37	Training Programme to Senior Auditors and Assistant Audit Officers on Audit of Agricultural Market Committies	CFM (AdTw)	State	20.07.2022	22.07.2022	Ramu Banoth	Senior Auditors and Assistant Audit Officers
38	DM- ACT 2005, Disaster Management Plan	TMU	State	20.07.2022	22.07.2022	VS	DM, SDRF and M &UD Officers
39	Specialised Training Programme on Government E Marketplace	CIT	State	27/07/2022	29/07/2022	Smt. Ch. Sirisha	All the State Govt. Employees



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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
<b>Jul-22</b>							
40	Telangana Orientation and capacity building for public servants	CTS	State	27.07.2022	29.07.2022	Dr.P Shreenivas	Gazetted / Non Gazetted
41	Implementation of Telugu as administrative language (Official Language of the State): Drafting and Communicating in Telugu	CPA	State	27.07.2022	29.07.2022	SM	Gazetted Officers/ Non-Gazetted Officers
<b>Aug-22</b>							
43	Orientation Training Programme on eOffice Management	CIT	State	02/08/2022	04/08/2022	Sri Md. Khadeer	All the State Govt. Employees
44	Specialised Training Programme on Advanced MS Excel	CIT	State	03/08/2022	05/08/2022	Smt. Ch. Sirisha	All the State Govt. Employees
45	Orientation Training Programme to Senior Auditors and Assistant Audit Officers on Temple Audits/ Universities	CFM (AdTw)	State	17.08.2022	19.08.2022	Ramu Banoth	Senior Auditors and Assistant Audit Officers
46	Orientation Training Programme on Social Media concepts for e-Governance	CIT	State	22/08/2022	26/08/2022	Smt. S. Radhika	All the State Govt. Employees



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Sl.No.	Ttitle of the Course	Center	Category	From	To	Course Coordinator	Traget Group
<b>Aug-22</b>							
47	Social Media Tools- Sensitization Programme For Media Officials	TMU	State	24.08.2022	26.08.2022	VS	DPROs/ APROS/ PROs
48	Orientation Training Programme on Big Data Emerging Technology	CIT	State	25/08/2022	27/08/2022	Smt. K. Jyoti	Project/Program/IT Managers/Sr. officials
49	Specialised Training Programme on Computer initiatives in the Treasury for effective functioning of Treasuries	CFM (Ac.T.W)	State	23.08.2022	25.08.2022	GVVS	S.As/STOs of T & A Dept
50	Foundation Course for Junior Assistants	CPA	State	23.08.2022	21.09.2022	SVR	Newly recruited Jr. Assistants / Typists / Jr. Stenos.
51	Awareness on Minority Issues and their Development	MDC	State	24/08/2022	26/08/2022	Prof. Amirulla Khan	Gazetted officers and above
52	Training Programme on Noting & Drafting Skills for ULB Staff	CPA	State	25.08.2022	27.08.2022	KSK	Supdts., Sr. Asst., Jr Asst. from HoDs and District offices



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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
<b>Sep-22</b>							
52	Drought Management	CSDG	State	01.09.2022	03.09.2022	Sri. Vinod Kumar Ekbote	All Gazetted Officer/ Middle level
53	Specialised Training Programme on Data Analytics with Excel	CIT	State	01/09/2022	03/09/2022	Smt. S. Radhika	All the State Govt. Employees
54	Foundation Course for Junior Assistants	CPA	State	01.09.2022	29.09.2022	KSK	Junior Assistants in all Dept's
55	Specialised Training Programme on Data Visualization with Excel	CIT	State	05/09/2022	07/09/2022	Sri Md. Khadeer	All the State Govt. Employees
56	Orientation Training Programme on Pay fixations	CFM (Ac.T.W)	State	06.09.2022	08.12.2022	PVSP	S.As/STOs/JAOs of T & A Dept
57	Orientation Training Programme on Emerging Technologies	CIT	State	12/09/2022	14/09/2022	Smt. K. Jyoti	Project/Program/IT Managers/Sr. officials
58	Sensitization on Sexual Harassment of women at work place Act, 2014	CPA	State	13.09.2022	15.09.2022	Dr.RM	Gazetted officers / NGOs
59	Refresher Course for Secretariat employees (ASOs & SOs)	CPA	State	13.09.2022	25.09.2022	GJR	Section Officers & Assistant Section Officers of TS Secretariat





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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
60	Orientation Training Programme on eOffice Management	CIT	State	20/09/2022	22/09/2022	Sri Md. Khadeer	All the State Govt. Employees
61	Training Programme for public servants on Effective implementation of Govt Policies and programmes	CTS	State	20.09.2022	22.09.2022	Dr.P Shreenivas	Gazetted / Non Gazetted
62	Sensitization of Media On CSDG	TMU	State	21.09.2022	23.09.2022	VS	I &PR Officials
63	Personal Effectivness Skills - Measurement, Counselling & Development	MDC	State	22/09/2022	24/09/2022	Prof. AA	Gazetted officers and above
64	Orientation Training Programme on Cyber Security	CIT	State	27/09/2022	29/09/2022	Smt. Ch. Sirisha	All the State Govt. Employees
65	Orientation on SDG-5 "Women Empowerment"	CSDG	State	28.09.2022 to	30.09.2022	Dr. Kandukuri Usha Rani	All Gazetted Officer/ Middle level
66	Induction Training Programme to Junior Auditors and Senior Auditors	CFM (AdTw)	State	Sep-22	Dec-22	Ramu Banoth	Office Subordinates, Junior Auditors and Senior Auditors



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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
<b>Oct-22</b>							
67	Awareness Training Programme on Artificial Intellegence (AI) and Machine Learning	CIT	State	11/10/2022	13/10/2022	Smt. K. Jyoti	Project/Program/IT Managers/Sr. officials
68	Refresher Training Programme on Scruitiny of bills,PD Accounts & Duties & Resposibilitites of DDOs	CFM (Ac.T.W)	State	12.10.2022	14.10.2022	TMB	STOs/JAOs/ATOs/AAOs of T & A Dept
69	Equality of Women in Minority Communities	MDC	State	13/10/2022	15/10/2022	Prof. Amirulla Khan	Gazetted officers and above
70	Awareness program in Data Science	CIT	State	17/10/2022	19/10/2022	Smt. S. Radhika	Project/Program/IT Managers/Sr. officials
71	Legal Literacy for Govt. Servants	CPA	State	18.10.2022	20.10.2022	SM	Gazetted Officers/ Non-Gazetted Officers
72	Dealing Pandamic Reporting & Good Practices	TMU	State	19.10.2022	21.10.2022	VS	DPROs/ APROs/ PROs and I & PR Officers
73	Orientation Training Programme on Information Security Context and Introduction	CIT	State	20/10/2022	22/10/2022	Smt. Ch. Sirisha	All the State Govt. Employees
74	Leadership and Team Building - Constraints & Opportunities	MDC	State	27/10/2022	29/10/2022	Prof. AA	Gazetted officers and above
75	171st Induction Training Programme	CFM (Ac.T.W)	State	27.10.2022	09.01.2023	PVSP	JAs/SAs of T & A Department



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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
76	Orientation Training Programme on Social Media concepts for e-Governance	CIT	State	27/10/2022	29/10/2022	Smt. Sridevi Ayaluri	All the State Govt. Employees
77	Prevention of Atrocities Against Children, Women & Senior citizens-Role of Government Officials	CPA	State	27.10.2022	29.01.2022	Dr.RM	Dy.Tahsildars /Tahsiuldars
<b>Nov-22</b>							
78	Basic Computer training on MS Office	CIT	State	02/11/2022	04/11/2022	Sri Md. Khadeer	All the State Govt. Employees
79	Specialised Training Programme on Income Tax, GST & Uploads; DDOs' & Treasury Officers' scenario	CFM (Ac.T.W)	State	02.11.2022	04.11.2022	GVVS	S.As/JAOs/STOs T & A Dept
80	Quasi Judicial Authorities and Grievance redressal: Introduction to Practices and Procedures	CPA	State	08.11.2022	13.08.2022	SM	Gazetted Officers/ Non-Gazetted Officers
81	Awareness Training Programme on Artificial Intellegence (AI)	CIT	State	14/11/2022	18/11/2022	Smt. Sridevi Ayaluri	Project/Program/IT Managers/Sr. officials
82	Foundation Course for Junior Assistants	CPA	State	14.11.2022	12.09.2022	KSK	Junior Assistants in all Dept's
83	Orientation Training Programme on Cyber Security in eGovernance	CIT	State	15/11/2022	17/11/2022	Smt. S. Radhika	All the State Govt. Employees



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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
<b>Nov-22</b>							
84	Heatwave Management	CSDG	State	15.11.2022	17.11.2022	Sri. Vinod Kumar Ekbote	All Gazetted Officer/ Middle level
85	Foundation Course for Junior Assistants	CPA	State	15.11.2022	13.12.2022	SVR	Newly recruited Jr. Assistants / Typists / Jr. Stenos.
86	Employment Challenges for Minorities	MDC	State	15/11/2022	17/11/2022	Prof. Amirulla Khan	Gazetted officers and above
87	Training Program on 'Ethics towards Happy Society'	CPA	State	16.11.2022	18.11.2022	KRG	Gazetted/ NGO
88	Specialised Training Programme on Office Productivity	CIT	State	22/11/2022	24/11/2022	Smt. Ch. Sirisha	All the State Govt. Employees
89	Training Programme on Telangana Orientation for excellence in service among Govt Services	CTS	State	22.11.2022	24.11.2022	Dr.P Shreenivas	Gazetted / Non Gazetted
90	Digital Media Ethics Code & Rules -2021	TMU	State	23.11.2022	25.12.2022	VS	I & PR Officials
91	Orientation on SDG-3 "Good Health Well being"	CSDG	State	23.11.2022	25.11.2022	Dr. Kandukuri Usha Rani	All Gazetted Officer/ Middle level
92	Ethics in Administration & Personality Development programme for Senior Officers of T & A Dept	CFM (Ac.T.W)	State	23.11.2022	24.11.2022	BVL, JD	DD/CAO/JD and above Officers of T & A Dept



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Sl.No.	Ttitle of the Course	Center	Category	From	To	Course Coordinator	Traget Group
93	Training Programme on Mentoring Skills	CPA	State	28.11.2022	30.11.2022	Dr.RM	HoDs/ 1st Level Gazzeted
<b>Dec-22</b>							
94	Orientation Training Programme on Big Data Emerging Technology	CIT	State	05/12/2022	07/12/2022	Smt. K. Jyoti	Project/Program/IT Managers/Sr. officials
95	Orientation Training Programme on Budget & Finance Management	CFM (Ac.T.W)	State	06.12.2022	08.12.2022	TMB	S.As/JAOs/AAOs (of Accounts Branches)
96	Training Programme on Gender Sensetisation	CPA	State	12.12.2022	14.12.2022	Dr.RM	All Gazzeted
97	Project Management - Planning, Execution & Evaluation	MDC	State	12/12/2022	14/12/2022	Prof. AA	Gazetted officers and above
98	Training Programme on Contributory Pension Scheme	CPA	State	13.12.2022	15.12.2022	GJR	Gazetted Officers & NGOs from HoDs & Districts
99	Advanced MS Office	CIT	State	15/12/2022	17/12/2022	Smt. Sridevi Ayaluri	All the State Govt. Employees
100	Orientation Training Programme on eOffice Management	CIT	State	20/12/2022	22/12/2022	Smt. Ch. Sirisha	All the State Govt. Employees
101	Basic Disaster Management	CSDG	State	20.12.2022 to	22.12.2022	Sri. Vinod Kumar Ekbote	All Gazzeted Officer/ Middle level



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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
102	Orentation Programme on Eartly Warning Dissemination Systems in India and TS	TMU	State	21.12.2022	23.12.2022	VS	DM, SDRF and M &UD Officers
<b>Jan-23</b>							
103	Specialised Training Programme on Advanced MS Excel	CIT	State	04/01/2023	06/01/2023	Smt. K. Jyoti	All the State Govt. Employees
104	First Aid Practices at Work Place	TMU	State	04.01.2023	06.01.2023	VS	TW & GCC Staff
105	Awareness Training Programme on Machine Learning	CIT	State	09/01/2023	13/01/2023	Sri Md. Khadeer	Project/Program/IT Managers/Sr. officials
106	Specialised Training Programme on Government E Marketplace	CIT	State	09/01/2023	11/01/2023	Smt. Ch. Sirisha	All the State Govt. Employees
107	Refresher Training Programme on OPS/NPS/CPS -Sanction-Disbursement-With drawls-and uploads.	CFM (Ac.T.W)	State	10.01.2023	12.01.2023	GVVS	AD/AO/ATO/AAO/APPOs of T & A Dept
108	Specialised Training Programme on Data Analytics with Excel	CIT	State	18/01/2023	20/01/2023	Smt. S. Radhika	All the State Govt. Employees
109	Training Program on 'Ethics towards Happy Society'	CPA	State	18.01.2023	20.01.2023	KRG	Gazetted/ NGO



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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
110	Training Programme on Noting & Drafting Skills	CPA	State	23.01.2023	25.01.2023	GJR	Supdts., Sr.Assistant and Jr Assistants from HoDs
111	Training Programme on Noting & Drafting	CPA	State	23.01.2023	25.01.2023	SVR	Supdts. / Sr. Assts / Jr. Assts. / Typists / Jr. Stenos.
<b>Feb-23</b>							
112	Specialised Training Programme on Data Visualization with Excel	CIT	State	06/02/2023	08/02/2023	Smt. K. Jyoti	All the State Govt. Employees
113	Specialised Training Programme on Online Test Packages on Treasury(PD Portal, e-kuber, IFMIS, etc.)	CFM (Ac.T.W)	State	07.02.2023	09.02.2023	PVSP	S.As/STOs of T & A Dept
114	Refresher Course on Service Matters	CPA	State	07.02.2023	09.02.2023	SVR	Supdts. / Sr. Assts / Jr. Assts. / Typists / Jr. Stenos.
115	Orientation Training Programme on Emerging Technologies	CIT	State	08/02/2023	10/02/2023	Smt. Sridevi Ayaluri	Project/Program/IT Managers/Sr. officials
116	Training Program on 'the Code on Social Security, 2020'	CPA	State	08.02.2023	10.02.2023	KRG	Gazetted Officers of Labour Dept.
117	Training Programme on Disciplinary & Vigilance Procedures	CPA	State	14.02.2023	16.02.2023	GJR	Middle level officers from HoDs & District Offices
118	Orientation Training Programme on Social Media concepts for e-Governance	CIT	State	15/02/2023	17/02/2023	Smt. S. Radhika	All the State Govt. Employees



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Sl.No.	Title of the Course	Center	Category	From	To	Course Coordinator	Traget Group
119	Heat Wave Preparations & Precautions	TMU	STATE	15.02.2023	17.02.2023	VS	Medical, M&UD Field Level Staff Gazetted
120	Training Programme on Noting & Drafting	CPA	State	21.02.2023	23.02.2023	SVR	Supdts. / Sr. Assts / Jr. Assts. / Typists / Jr. Stenos.
121	Training Programme to Senior Auditors and Assistant Audit Officers on Tender Procedures	CFM (AdTw)	State	21.02.2023	22.02.2023	Ramu Banoth	Senior Auditors and Assistant Audit Officers
122	Training Program on 'the Occupational Safety, Health and Working Conditions Code 2020'	CPA	State	22.02.2023	24.02.2023	KRG	Gazetted Officers of Labour Dept.
123	Disasters- IMD	TMU	STATE	28.02.2023	02.03.2023	VS	Police, M&UD and DM Departments
<b>Mar-23</b>							
124	Orientation Training Programme on Cyber Security	CIT	State	06/03/2023	08/03/2023	Smt. Ch. Sirisha	All the State Govt. Employees
125	Awareness Training Programme on Artificial Intellegence (AI)	CIT	State	08/03/2023	10/03/2023	Smt. K. Jyoti	Project/Program/IT Managers/Sr. officials
126	Awareness program in Data Science	CIT	State	13/03/2023	15/03/2023	Sri Md. Khadeer	Project/Program/IT Managers/Sr. officials