

TRIBAL WELFARE DEPARTMENT
INTENSIVE TRAINING PROGRAMME 2020-21
THREE DAYS TRAINING COURSE ON ROLE OF HOSTEL WELFARE OFFICERS IN HOSTEL ADMINISTRATION
FROM 18.02.2021 TO 20.02.2021 (VIRTUAL MODE)

SESSION WISE ACTION PLAN FOR THREE DAYS TRAINING:-

Time Line / Session	Content/Activity	Trainer / instructor	Duration
Day-1			
10.00 AM to 10.30 AM	Participants to login	Course Team	30 Mints
10.30 AM to 11.00 AM	Inauguration, Introduction of Participants, Objectives of Intensive Training Programm (ITP)	Subject Expert from TWD	30 Mints
11.00AM to 11.15AM	Tea Break		15 Mins
11.15 AM to 12.15 PM	TWD Vision, Mission, Demography of STs in TS & India including PVTGs Schedule Area, MADA, Plain Area, Organogram of TWD Single line Administration	Subject Expert from TWD	60 Mints
12.15 PM to 1.15 PM	Service Delivery Sectors of TWD i.e., Education, Health, livelihoods (TRICOR), Acts related to TWD and RTI	T Ramlal, OSD, TWD	60 Mints
1.15 PM to 2.00PM	Lunch Break		45 Mins
2.00PM to 3.00PM	Ice-Break Activity -1 (Simple Test-1) వసతిగృహ అవిర్భవం - అవశ్యకత	S Manohara Swamy, OSD, TWD	60 Mints
3.00 PM to 4.00 PM	వసతిగృహ సంక్షేమ అధికారి విధులు- బాధ్యతలు 1. వసతి గృహ సంక్షేమ అధికారి హోటల్ మేనేజర్ గా విధులు మరియు బాధ్యతలు	Kotaji DTDO (FAC), Vikarabad	60 Mints
4.00 to 4.15 PM	Tea Break		15 Mins
4.15 PM to 5.15 PM	2. హాస్టల్ వెల్ఫేర్ ఆఫీసర్ టీచర్ లాగా ఉండాలి Assignment – 1	D Sudhakar, OSD, TWD	60 Mints
Day-2			
10.00 AM to 10.30 AM	Recall & Recapitulation of Day-1 Activity	Course Team	30 Mints
10.30 AM to 11.00 AM	Discussion on Assignment -1 of Day-1 (Exercise)		30 Mints
11:00 AM to 1.15AM	Tea Break		15Mints
11.15 AM to 12.15 PM	Roles and responsibilities of Hostel welfare officers - 3. వసతి గృహ సంక్షేమ అధికారి మంచి పబ్లిక్ రిలేషన్ ఆఫీసర్	T Ramlal, OSD, TWD	60 Mints
12.15 PM to 1.15 PM	4. వసతి గృహ సంక్షేమ అధికారి - జైలర్	M Amukta Malyada, D-Section, TWD.	60 Mints
1.15 PM o 2.00 PM	Lunch Break		45Mints
2.00 PM to 3.00 PM	5. హెల్త్ వర్కర్ గా వసతి గృహ సంక్షేమ అధికారి విధులు	B Jyothi, Sports Officer, TWD	60 Mints
3.00 PM to 4.00 PM	E hostels portal	M Amukta Malyada, D-Section, TWD	60 Mints
4.00 to 4.15 PM	Tea Break		15Mints
4.15 PM to 5.15 PM	Demonstration on online bills generation Assignment -3	T Rambabu, HWO, Bhadradi Kothagudem	60 Mints

Day - 3			
10.00 AM to 10.30 AM	Recall & Recapitulation of Day-2 Activity,	Course Team	30 Mints
10.30 AM to 11.00 AM	Discussion on Assignment-2 of Day-2		30 Mints
11:00 AM to 11.15 AM	Tea Break		15Mints
11.15 AM to 12.15PM	Generation of online bills in e hostels portal	T Rambabu, HWO, Bhadradri Kothagudem	60 Mints
12.15 PM to 1.15 PM	Hostel development plan	S Manohara Swamy, OSD, TWD	60 Mints
1.15 PM to 2.00 PM	Lunch Break		45Mints
2.00 PM to 3.00 PM	SOP/Guidelines for Health and Safety protocols for Reopening of Schools and Learning with Physical/Social Distancing	Subject Expert from TWD / Dr. MCRHRD	60 Mints
3.00PM to 4.00 PM	End Test & Feedback	Course Team	60 Mints
4.00 to 4.15 PM	Tea Break		15Mints
4.15 PM to 5.15PM	Valedictory		60 Mints

Sd/- Dr. E. Naveen Nicolas,
 Addnl. Secretary, TW Gurukulam &
 PO, ITDA (PA)
For Commissioner of Tribal Welfare