

TRIBAL WELFARE DEPARTMENT
INTENSIVE TRAINING PROGRAMME 2020-21
TRAINING COURSE TO TRIBAL WELFARE ENGINEERING DEPARTMENT
FROM 03.03.2021 TO 05.03.2021 (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)		30 Mints
11.00AM to 11.15AM	Tea Break		15 Mins
11.15 AM to 12.15 PM	Over View of Tribal Welfare Department	Subject Expert from TWD	60 Mints
12.15 PM to 1.15 PM	1. Monitoring and Information System 1.1 Structure & Functions of the Department	N Harika, AEE, TWD	60 Mints
1.15 PM to 2.00PM	Lunch Break		45 Mins
2.00PM to 3.00PM	1.2 Roles & Responsibilities of Technical Staff (CE, SE, EE)	N Harika, AEE, TWD	60 Mints
3.0 M to 4.00 PM	1.2 Roles & Responsibilities of Technical Staff (DEE, AEE/AE, Work Inspector, BPO, DAO etc.)	N Harika, AEE, TWD	60 Mints
4.00 to 4.15 PM	Tea Break		15 Mins
4.15 PM to 5.15 PM	1.3 Registers maintained by field Staff 1.4 Generation of detailed work progress report Assignment-1 (Identify Gaps in generation of work progress report during you report to Head Office)	N Harika, AEE, 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)	N Harika, AEE, TWD	30 Mints
11:00 AM to 11.15AM	Tea Break		15Mints
11.15 AM to 12.15 PM	2. Tender Procedures & Contract Administration 2.1 Pre-Tender Activities 2.2 Guidelines on Tender Sysstem 2.3 Bid Evaluation	A Anjan Kumar, DEE, TWD	60 Mints
12.15 PM to 1.15 PM	2.4 Issue of LOA & Concluding Agreement 2.5 Deferent Clauses of Contract Agreement 2.6 General Principles of Closing Contract 2.7 Completion of work & close of contract	A Anjan Kumar, DEE, TWD	60 Mints
1.15 PM o 2.00 PM	Lunch Break		45Mints
2.00 PM to 3.00 PM	3. Introduction to GREEN BUILDING Concept in TW Institutions	M Radhika, AEE, TWD	60 Mints
	3.1 Introduction & Definition of Green Building 3.2 Major Concepts of Green Building		
3.00 PM to 4.00 PM	3.3 Green Building Rating System 3.4 Identification of different Green Building areas in School Environment	M Radhika, AEE, TWD	60 Mints
4.00 to 4.15 PM	Tea Break		15Mints
4.15 PM to 5.15 PM	3.5 Case studies on Green Building (Discussion) Assignment-2	M Radhika, AEE, TWD	60 Mints

	(Prepare a short report on Identification of issues while adopting Green Building Concept)		
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	M Radhika, AEE, TWD	30 Mints
11:00 AM to 11.15 AM	Tea Break		15Mints
11.15 AM to 12.15PM	4. Best Construction Practices in Rural Roads	A Hemalatha, DEE, TWD	60 Mints
12.15 PM to 1.15 PM	5. Alternative Construction Technologies in School Buildings 5.1 Different Types of pre-cast Concrete products 5.2 Different Types of Wall Panels	M Radhika, AEE, TWD	60 Mints
1.15 PM to 2.00 PM	Lunch Break		45Mints
2.00 PM to 3.00 PM	5.3 Alternative Technologies in Doors & Windows	A Hemalatha, DEE, TWD	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

Commissioner of Tribal Welfare