



ए.वी.एन.एल. शिक्षण संस्थान, मेदक
आर्मर्ड व्हीकल्स निगम लिमिटेड की इकाई
भारत सरकार का उपक्रम, रक्षा मंत्रालय

A.V.N.L. INSTITUTE OF LEARNING, MEDAK
A UNIT OF ARMoured VEHICLE NIGAM LIMITED
A GOVERNMENT OF INDIA ENTERPRISE, MINISTRY OF DEFENCE



आईएस/आईएसओ 9001:2015 प्रमाणित प्रशिक्षण संस्थान
AN ISO 9001:2015 CERTIFIED TRAINING INSTITUTE



प्रशिक्षण कैलेंडर 2023-24
TRAINING CALENDAR 2023-24

ए.वी.एन.एल. शिक्षण संस्थान, मेदक
A.V.N.L. INSTITUTE OF LEARNING MEDAK

वर्ष 2022-23 के लिए प्रशिक्षण कैलेण्डर

TRAINING CALENDAR FOR THE YEAR 2023-24

(प्रथम तिमाही 1ST QUARTER)

क्र. सं. SL. NO.	पाठ्यक्रम नाम COURSE TITLE	पाठ्यक्रम सं. COURSE NO.	क्षेत्र AREA	प्रतिभागियों का स्तर LEVEL OF PARTICIPANTS	कालावधि DURATION	अवधि PERIOD	
						से FROM	तक TO
1	RAJBASHA WORKSHOP & APPLICATION ON COMPUTERS	ADMIN-01	O	JWM/NG/NIEs	02 DAYS	10-04-23	11-04-23
2	EMS AWARENESS PROG. & INTERNAL AUDITOR TRG.	TECH-01	C	JWM/NG	01 WEEK	10-04-23	13-04-23
3	MS-OFFICE	IT-01	O	JWM/NG/NIEs/IEs	01 WEEK	10-04-23	13-04-23
4	INTEGRATED MANAGEMENT SYSTEM	TECH-02	C	JWM/NG	01 WEEK	10-04-23	13-04-23
5	QUALITY PATRON	TECH-03	C	JWM/NG/NIEs	01 WEEK	17-04-23	21-04-23
6	ARTIFICIAL INTELLIGENCE	SPC-01	C	JWM/NG	01 WEEK	17-04-23	21-04-23
7	MAINTENANCE MANAGEMENT	TECH-04	C	JWM/NG/NIEs	01 WEEK	17-04-23	21-04-23
8	CNC PART PROG. (T) BASIC COURSE	CNC-01	C	JWM/NG/IEs	02 WEEKS	17-04-23	28-04-23
9	AWARENESS ON TOOLS, GAUGES & METROLOGY	TECH-05	C	JWM/NG	01 WEEK	24-04-23	28-04-23
10	MATERIAL MANAGEMENT	TECH-06	C	JWM/NG/NIEs	01 WEEK	24-04-23	28-04-23
11	SECURITY PROCEDURES	ADMIN-02	O	JWM/NG/NIEs	03 DAYS	24-04-23	26-04-23
12	WORKSHOP ON GST & ITS IMPLEMENTATION	ADMIN-03	O	JWM/NG/NIEs	02 DAYS	27-04-23	28-04-23
13	LABOUR CONTRACT MANAGEMENT	ADMIN-04	O	JWM/NG	02 DAYS	08-05-23	09-05-23
14	QUALITY MANAGEMENT	TECH-07	C	JWM/NG	01 WEEK	08-05-23	12-05-23
15	RESEARCH & DEVELOPMENT	SPC-02	C	JWM/NG	01 WEEK	08-05-23	12-05-23
16	INTERNET OF THINGS (IoT)	TECH-08	C	JWM/NG	03 DAYS	15-05-23	17-05-23
17	PRODUCTION PLANNING CONTROL (PPC)	TECH-09	C	JWM/NG/NIEs	01 WEEK	15-05-23	19-05-23
18	CNC PART PROG. (M) BASIC COURSE	CNC-02	C	JWM/NG/IEs	02 WEEKS	22-05-23	02-06-23
19	PERSONALITY DEVELOPMENT, LEADERSHIP & TEAM BUILDING	ADMIN-05	O	JWM/NG/NIEs/IEs	01 WEEK	22-05-23	26-05-23
20	NOTING & DRAFTING	ADMIN-06	O	JWM/NG/NIEs	03 DAYS	29-05-23	31-05-23
21	ADV. CNC PART PROG. (T) COURSE	CNC-03	C	JWM/NG/IEs	01 WEEK	29-05-23	02-06-23
22	ADV. CNC PART PROG. (T) COURSE	CNC-04	C	JWM/NG/IEs	01 WEEK	05-06-23	09-06-23
23	SPC, SQC TECHNIQUES AND SIX SIGMA	TECH-10	C	JWM/NG/IEs	01 WEEK	05-06-23	09-06-23
24	OPERATION AND MAINTENANCE OF BMP & ITS VARIANTS	TECH-11	C	JWM/NG	01 WEEK	05-06-23	09-06-23
25	RAIN WATER HARVESTING AND WASTE MANAGEMENT	TECH-12	C	JWM/NG	01 WEEK	12-06-23	16-06-23
26	HEALTH AWARENESS FOR LADIES	ADMIN-07	O	JWM/NG	02 DAYS	12-06-23	14-06-23
27	ADV. CNC PART PROG. (M) COURSE	CNC-05	C	JWM/NG/IEs	01 WEEK	19-06-23	23-06-23
28	ARTIFICIAL INTELLIGENCE	SPC-03	C	JWM/NG	01 WEEK	19-06-23	23-06-23

(द्वितीय तिमाही / SECOND QUARTER)

क्र. सं. SL. NO.	पाठ्यक्रम नाम COURSE TITLE	पाठ्यक्रम सं. COURSE NO.	क्षेत्र AREA	प्रतिभागियों का स्तर LEVEL OF PARTICIPANTS	कालावधि DURATION	अवधि PERIOD	
						से FROM	तक TO
29	CORPORATE COMMUNICATION	SPC-04	C	JWM/NG	02 WEEKS	03-07-23	14-07-23
30	OFFICE PROCEDURES	ADMIN-08	O	JWM/NG/NIEs	01 WEEK	03-07-23	07-07-23
31	REFRESHER COURSE FOR JWM (PM)	MANAG-01	C	JWM (PM)	04 WEEKS	03-07-23	28-07-23
32	CNC PART PROG. (T) BASIC COURSE	CNC-06	C	JWM/NG/IEs	02 WEEKS	10-07-23	21-07-23
33	ADVANCED MS OFFICE	IT-02	O	JWM/NG/NIEs/IEs	01 WEEK	10-07-23	14-07-23
34	IT SECURITY AND CYBER SECURITY	IT-03	O	JWM/NG/NIEs	01 WEEK	17-07-23	21-07-23
35	WORKSHOP ON GeM	TECH-13	C	JWM/NG/NIEs	02 DAYS	17-07-23	18-07-23
36	7 QC TOOLS	TECH-14	C	JWM/NG/IEs	03 DAYS	24-07-23	26-07-23
37	3D PRINTING	TECH-15	C	JWM/NG	02 DAYS	24-07-23	25-07-23
38	ADV. CNC PART PROG. (T) COURSE	CNC-07	C	JWM/NG/IEs	01 WEEK	31-07-23	04-08-23
39	MAINTENANCE MANAGEMENT	TECH-16	C	JWM/NG/NIEs	01 WEEK	31-07-23	04-08-23
40	INDUSTRIAL SAFETY MANAGEMENT	TECH-17	C	JWM/NG/IEs	01 WEEK	31-07-23	04-08-23
41	MECHATRONICS AND MANUFACTURING AUTOMATION	CNC-08	C	JWM/NG/IEs	01 WEEK	07-08-23	11-08-23
42	INDUSTRY 4.0	SPC-05	C	JWM/NG	01 WEEK	07-08-23	11-08-23
43	QUALITY GUIDE	TECH-18	C	JWM/NG	01 WEEK	07-08-23	11-08-23
44	INTELLECTUAL PROPERTY RIGHTS (IPR)	ADMIN-09	O	JWM/NG	02 DAYS	21-08-23	22-08-23
45	5S, TPM & TQM	TECH-19	C	JWM/NG/IEs	01 WEEK	21-08-23	25-08-23
46	SECURITY PROCEDURES	ADMIN-10	O	JWM/NG/NIEs	03 DAYS	21-08-23	23-08-23
47	MARKETING INCLUDING EXPORT AND BRANDING	SPC-06	C	JWM/NG	02 WEEKS	28-08-23	08-09-23
48	CNC PART PROG. (T&M) BASIC COURSE	CNC-09	C	JWM/NG/IEs	02 WEEKS	28-08-23	08-09-23
49	QUALITY ASSURANCE PLAN & PROCESS AUDIT	TECH-20	C	JWM/NG	01 WEEK	28-08-23	01-09-23
50	FIRST AID & BASICS ON FIRE FIGHTING	ADMIN-11	O	JWM/NG/NIEs/IEs	01 WEEK	04-09-23	08-09-23
51	ADMIN PROCEDURES	ADMIN-12	O	JWM/NG/NIEs	01 WEEK	04-09-23	08-09-23
52	HEAT TREATMENT MODULES	TECH-21	C	JWM/NG/IEs	01 WEEK	11-09-23	15-09-23
53	ADV. CNC PART PROG. (M) COURSE	CNC-10	C	JWM/NG/IEs	01 WEEK	11-09-23	15-09-23
54	MATERIAL MANAGEMENT	TECH-22	C	JWM/NG/NIEs	01 WEEK	11-09-23	15-09-23
55	INTELLECTUAL PROPERTY RIGHTS (IPR)	ADMIN-13	O	JWM/NG	02 DAYS	26-09-23	27-09-23
56	COMPUTER NETWORKING	IT-04	O	JWM/NG/NIEs	03 DAYS	26-09-23	28-09-23
57	ELECTRICAL SAFETY	TECH-23	C	JWM/NG/IEs	03 DAYS	26-09-23	28-09-23

(तृतीय तिमाही / THIRD QUARTER)

क्र. सं. SL. NO.	पाठ्यक्रम नाम COURSE TITLE	पाठ्यक्रम सं. COURSE NO.	क्षेत्र AREA	प्रतिभागियों का स्तर LEVEL OF PARTICIPANTS	कालावधि DURATION	अवधि PERIOD	
						से FROM	तक TO
58	ADVANCED MS-EXCEL	IT-05	O	JWM/NG/NIEs/IEs	02 DAYS	09-10-23	10-10-23
59	INTEGRATED MANAGEMENT SYSTEM	TECH-24	C	JWM/NG	01 WEEK	09-10-23	13-10-23
60	ADV. CNC PART PROG. (T) COURSE	CNC-11	C	JWM/NG/IEs	01 WEEK	16-10-23	20-10-23
61	NOTING & DRAFTING	ADMIN-14	O	JWM/NG/NIEs	03 DAYS	16-10-23	18-10-23
62	ARTIFICIAL INTELLIGENCE	SPC-07	C	JWM/NG	01 WEEK	30-10-23	03-11-23
63	CNC PART PROG. (T) BASIC COURSE	CNC-12	C	JWM/NG/IEs	02 WEEKS	30-10-23	10-11-23
64	ISO 9001:2015 QMS	TECH-25	C	JWM/NG	01 WEEK	06-11-23	10-11-23
65	INDUSTRIAL AUTOMATION AND CONTROL	TECH-26	C	JWM/NG	01 WEEK	06-11-23	10-11-23
66	INDUSTRIAL SAFETY & DISASTER MGT.	TECH-27	C	JWM/NG/IEs	01 WEEK	13-11-23	17-11-23
67	STORE PROCEDURES	TECH-28	C	JWM/NG/NIEs	01 WEEK	13-11-23	17-11-23
68	ADV. CNC PART PROG. (M) COURSE	CNC-13	C	JWM/NG/IEs	01 WEEK	13-11-23	17-11-23
69	INDUSTRY 4.0	SPC-08	C	JWM/NG	01 WEEK	20-11-23	24-11-23
70	CNC PART PROG. (M) BASIC COURSE	CNC-14	C	JWM/NG/IEs	02 WEEKS	20-11-23	01-12-23
71	EMS AWARENESS PROG. & INTERNAL AUDITOR TRG.	TECH-29	C	JWM/NG	01 WEEK	20-11-23	24-11-23
72	ADVANCED MS-OFFICE POWERPOINT	IT-06	O	JWM/NG/NIEs/IEs	02 DAYS	27-11-23	28-11-23
73	e PROCUREMENT	TECH-30	C	JWM/NG	03 DAYS	27-11-23	29-11-23
74	NOTING & DRAFTING	ADMIN-15	O	JWM/NG/NIEs	03 DAYS	04-12-23	06-12-23
75	CNC PART PROG. (T&M) BASIC COURSE	CNC-15	C	JWM/NG/IEs	02 WEEKS	11-12-23	22-12-23
76	SUPPLY CHAIN MANAGEMENT (SCM)	TECH-31	C	JWM/NG	01 WEEK	11-12-23	15-12-23
77	PERSONALITY DEVELOPMENT, LEADERSHIP & TEAM BUILDING	ADMIN-16	O	JWM/NG/NIEs/IEs	01 WEEK	11-12-23	15-12-23
78	MS ACCESS	IT-07	O	JWM/NG/NIEs/IEs	01 WEEK	18-12-23	22-12-23
79	TOTAL QUALITY MANAGEMENT (TQM)	TECH-32	C	JWM/NG/IEs	01 WEEK	18-12-23	22-12-23

(चतुर्थ तिमाही / FOURTH QUARTER)

क्र. सं. SL. NO.	पाठ्यक्रम नाम COURSE TITLE	पाठ्यक्रम सं. COURSE NO.	क्षेत्र AREA	प्रतिभागियों का स्तर LEVEL OF PARTICIPANTS	कालावधि DURATION	अवधि PERIOD	
						से FROM	तक TO
80	OPERATION AND MAINTENANCE OF BMP & ITS VARIANTS	TECH-33	C	JWM/NG	01 WEEK	01-01-24	05-01-24
81	MAINTENANCE OF CNC SYSTEMS.	CNC-16	C	JWM/NG/IEs	01 WEEK	01-01-24	05-01-24
82	CNC PART PROG. (M) BASIC COURSE	CNC-17	C	JWM/NG/IEs	02 WEEKS	01-01-24	12-01-24
83	ADMIN PROCEDURES, LABOUR LAWS & INDUSTRIAL RELATION	ADMIN-17	O	JWM/NG/NIEs	01 WEEK	08-01-24	12-01-24
84	NOTING & DRAFTING	ADMIN-18	O	JWM/NG/NIEs	03 DAYS	08-01-24	10-01-24
85	PRODUCTION AND OPERATION MANAGEMENT (POM)	TECH-34	C	JWM/NG	01 WEEK	29-01-24	02-02-24
86	POLLUTION CONTROL & DISPOSAL OF HAZARDOUS WASTE	TECH-35	C	JWM/NG/IEs	01 WEEK	29-01-24	02-02-24
87	CNC PART PROG. (T&M) BASIC COURSE	CNC-18	C	JWM/NG/IEs	02 WEEKS	05-02-24	16-02-24
88	WORK DESIGN AND ERGONOMICS (TIME AND MOTION STUDY)	TECH-36	C	JWM/NG	03 DAYS	12-02-24	14-02-24
89	ADV. CNC PART PROG. (M) COURSE	CNC-19	C	JWM/NG/IEs	01 WEEK	12-02-24	16-02-24
90	QUALITY STANDARDS & ITS PRACTICES	TECH-37	C	JWM/NG	01 WEEK	19-02-24	23-02-24

पाठ्यक्रम का नाम : क.का.प्र. (पदोन्नत) के लिए पुनश्चर्या पाठ्यक्रम
Name of the Course : REFRESHER COURSE FOR JWM (PM)
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM (PM)

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	03-07-2023	28-07-2023	04	P. MADHU, JWM	9981139677

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To equip the Officers to take up new elevated role as Junior Works Manager by development of Skills, Knowledge & Attitudinal Capabilities through dissemination of information & knowledge regarding concepts and practice of General Management and Technological advancements.

पाठ्यक्रम विषय-वस्तु COURSE MODULES :

- | | | | |
|---|---------------------|---|----------------|
| 1 | Computer Module | 2 | Admin Module |
| 3 | Management Module | 4 | CNC Module |
| 5 | Material Management | 6 | PPC, TQM & TPM |

पाठ्यक्रम का नाम : कृत्रिम बुद्धि
 Name of the Course : ARTIFICIAL INTELLIGENCE
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	17-04-2023	21-04-2023	01	G. SREEDHAR, JWM	9630257922
2.	19-06-2023	23-06-2023	01	G. SREEDHAR, JWM	9630257922
3.	30-10-2023	03-11-2023	01	G. SREEDHAR, JWM	9630257922

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To impart knowledge about Artificial Intelligence (AI) and its use in Industry scenario.

पाठ्यक्रम विषय-वस्तु COURSE MODULES :

- ❖ Industry 4.0 and what is Artificial Intelligence and what it is not?
- ❖ How to identify systems with Artificial Intelligence?
- ❖ How Artificial Intelligence enables capabilities that are beyond conventional technology?
- ❖ What are classical Artificial Intelligence techniques?
- ❖ Explanation about ability to apply Artificial Intelligence techniques for problem solving.
- ❖ Limitations of current Artificial Intelligence techniques.

पाठ्यक्रम का नाम : अनुसंधान एवं विकास
 Name of the Course : RESEARCH & DEVELOPMENT
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	08-05-2023	12-05-2023	01	ANAND PRABHAKAR MESA, JWM	7416452477

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The Goal of Technology Innovation and R&D principles is to be able apply manufacturing technology to Organizations, manage research, invent, develop, produce and sell products in an Defence Organizations for Military purposes.

पाठ्यक्रम विषय-वस्तु COURSE MODULES :

- ❖ Introduction to Importance of R&D in Mfg Org w.r.t. Defence Products.
- ❖ Staying / remain market relevant & role of R&D, Research for New Product Development.
- ❖ Relevance of Design Thinking for R&D, Quality by Design, Process Analytical Techniques and Working on Tools.
- ❖ Weapon Component Development & Prototypes.
- ❖ SOP for Quality Checks
- ❖ Operational Systems Development
- ❖ Metrological Research, Case Studies

पाठ्यक्रम का नाम : सामाजिक संचार
 Name of the Course : CORPORATE COMMUNICATION
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	03-07-2023	14-07-2023	02	K. KRISHNA REDDY, JWM (SG)	9494983936

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The Goal of Technology Innovation and R&D principles is to be able apply manufacturing technology to Organizations, manage research, invent, develop, produce and sell products in an Defence Organizations for Military purposes.

पाठ्यक्रम विषय-वस्तु COURSE MODULES :

- ❖ Introduction to Business/ Corporation Communications
- ❖ Interpersonal & External Business Communications
- ❖ Johari window exercise, Barriers to communications
- ❖ Verbal & Non-verbal communication, Art of Listening Transaction analysis
- ❖ Leadership styles & Team Dynamics
- ❖ Team Building
- ❖ How to Conduct meetings

पाठ्यक्रम का नाम : उद्योग 4.0
 Name of the Course : INDUSTRY 4.0
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	07-08-2023	11-08-2023	01	ANAND PRABHAKAR MESA, JWM	7416452477
2.	20-11-2023	24-11-2023	01	P. SRINIVASA RAO, JWM	9490918429

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To provide the basic knowledge to the participants regarding Industry 4.0 and its applications and also the importance of new business models that are appearing around the digital transformation of industry.

पाठ्यक्रम विषय-वस्तु COURSE MODULES :

- ❖ What is Industry 4.0?
- ❖ It's evolution and benefits.
- ❖ Industry 4.0 Strategy & its implementation.
- ❖ Industry 4.0 design principles w.r.t. interoperability, interconnection, connectivity.
- ❖ Industry 4.0 technologies.

पाठ्यक्रम का नाम : निर्यात और ब्रांडिंग सहित विपणन
 Name of the Course : MARKETING INCLUDING EXPORT AND BRANDING
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	28-08-2023	08-09-2023	02	M. YUGENDAR, JWM (SG)	9407193579

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The development and management of brands is a key marketing activity, central to the rest of the marketing strategy. This module aims to develop learner's knowledge of exporting and branding frameworks, strategies and role within business and society.

पाठ्यक्रम विषय-वस्तु COURSE MODULES :

- ❖ Introduction to Marketing Myopia in Defence Industry
- ❖ Marketing Mgt., Process
- ❖ Understanding Micro & Macro-Marketing Environment
- ❖ Understanding Consumers
- ❖ Product & Brand Management
- ❖ Product Life Cycle Management
- ❖ Digital Marketing
- ❖ Social Media Marketing, Marketing Planning Integrating 4ps
- ❖ Defence Export Setting a context for Business
- ❖ India Foreign Trade Policy
- ❖ Role of WTO in International Trade
- ❖ Export Promotion Measures under FTP
- ❖ Understanding Export-Import Procedure
- ❖ Locating Foreign Markets, Export Promotion & Trade Fairs, Risk, Inspection and Insurance in Export Marketing, Export Marketing and E- Commerce
- ❖ Brand Management Process
- ❖ Application of Brand Marketing in Defence Industry
- ❖ Brand Positioning-I (Functional)
- ❖ Brand Positioning-I (Psychological)
- ❖ Mapping Brand Image
- ❖ Branding Strategy
- ❖ Brand Portfolio Management and Campaign Planning
- ❖ Corporate Branding
- ❖ Sales Management process & Relationship Marketing Customer Relationship Management
- ❖ Review on Marketing including Export, Branding
Case Studies

पाठ्यक्रम का नाम : सीएनसी पार्ट प्रोग्रामिंग (टर्निंग) बुनियादी पाठ्यक्रम
Name of the Course : CNC PART PROGRAMMING (TURNING) BASIC COURSE
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	17-04-2023	28-04-2023	02	M. YUGENDAR, JWM (SG)	9407193579
2.	10-07-2023	21-07-2023	02	JAVED MOHAMMED, JWM (SG)	9948039785
3.	30-10-2023	10-11-2023	02	M. YUGENDAR, JWM (SG)	9407193579

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course is designed to impart skills in CNC Part Programming for those who are working in production area, covering from basics upto writing part programs for Turning in Sinumeric & Fanuc Controls. Participants can write and test the programs on the CNC Simulation Software.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to NC/CNC, M/c elements, & Control System Features.
- ❖ Co-ordinate System, Machine Axes, Drawing Reading Exercises, Fundamentals of Part Prog.
- ❖ G-Codes, M-Codes, Zero, Tool Offsets, Demo/Practical on CNC M/c's - Data setting on CNC M/c's.
- ❖ Part Programming for Turning & Exercises, Sub-routines, R parameters, Fixed cycles.
- ❖ Part Programming using fixed cycles - Exercises, Demo/Practical on CNC M/c's.
- ❖ CNC Tooling and Qualified Tools, Practical training on Sinutrain 828D/840DSL Simulation Software and Fanuc NC Guide Software Version 15.3.
- ❖ Maintenance of CNC Machines.

पाठ्यक्रम का नाम : सीएनसी पार्ट प्रोग्रामिंग (मिलिंग) बुनियादी पाठ्यक्रम
Name of the Course : CNC PART PROGRAMMING (MILLING) BASIC COURSE
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	22-05-2023	02-06-2023	02	M. SIVAKUMAR, JWM (SG)	8498944894
2.	20-11-2023	01-12-2023	02	JAVED MOHAMMED, JWM (SG)	9948039785
3.	01-01-2024	12-01-2024	02	V. GOPINATH, JWM (SG)	9490997137

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course is designed to impart skills in CNC Part Programming for those who are working in production area, covering from basics upto writing part programs for Milling. Participants can write and test the programs on the CNC simulation software.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to NC/CNC, M/c Elements & Control System Features.
- ❖ Co-ordinate System, Machine Axes, Drawing Reading Exercises, Fundamentals of Part Prog.
- ❖ G-Codes, M-Codes, Zero, Tool Offsets, Demo/Practical on CNC M/c's - Data setting on CNC M/c's.
- ❖ Part Programming for Milling & Exercises, Sub-routines, R parameters, Fixed cycles.
- ❖ Part Programming using fixed cycles-Exercises, Demo/Practical on CNC M/c's.
- ❖ CNC Tooling and Qualified Tools, Practical training on Sinutrain 828D/840DSL Simulation Software and Fanuc NC Guide Software version 15.3.
- ❖ Maintenance of CNC M/c's.

पाठ्यक्रम का नाम : सीएनसी पार्ट प्रोग्रामिंग (टर्निंग एवं मिलिंग) बुनियादी पाठ्यक्रम
 Name of the Course : CNC PART PROGRAMMING (TURNING & MILLING) BASIC COURSE
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	28-08-2023	08-09-2023	02	V. GOPINATH, JWM (SG)	9490997137
2.	11-12-2023	22-12-2023	02	K. KRISHNA REDDY, JWM (SG)	9494983936
3.	05-02-2024	16-02-2024	02	JAVED MOHAMMED, JWM (SG)	9948039785

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course is designed to impart knowledge and skills of Turning & Milling in Sinumerik and Fanuc controls for those who are working in production area, covering from basics up to writing part programs for Turning & Milling.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to NC/CNC, M/c Elements, & Control System Features.
- ❖ Co-ordinate System, Machine Axes, Fundamentals of Part Programming.
- ❖ G-Codes, M-Codes, Zero, Tool Offsets, Demo/Practical on CNC M/c's - Data setting on CNC M/c's.
- ❖ Part Programming for Turning & Milling Exercises, Sub-routines, R-parameters, fixed cycles.
- ❖ Part Programming using Fixed cycles - Exercises, Demo/Practical on CNC M/c's.
- ❖ CNC Tooling and Qualified Tools, Practical training on Sinutrain 828D/840DSL Simulation Software and Fanuc NC Guide software version 15.3.
- ❖ Maintenance of CNC Machines.

पाठ्यक्रम का नाम : उन्नत सीएनसी पार्ट प्रोग्रामिंग (टर्निंग) पाठ्यक्रम
 Name of the Course : ADVANCED CNC PART PROGRAMMING (TURNING) COURSE
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	29-05-2023	02-06-2023	01	M. KISHAN RAO, JWM	9421078518
2.	05-06-2023	09-06-2023	01	M. YUGENDAR, JWM (SG)	9407193579
3.	31-07-2023	04-08-2023	01	M. SIVAKUMAR, JWM (SG)	8498944894
4.	16-10-2023	20-10-2023	01	M. SIVAKUMAR, JWM (SG)	8498944894

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course is designed to impart advanced skills in Programming (Turning) in Sinumerik and Fanuc controls for those who are already having basic programming knowledge. Participants can write and test programs on Sinutrain software.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to 828D/840DSL, Basic new functions RND, CHF, ANG, CIP etc.
- ❖ Brief notes on G-codes & M-codes.
- ❖ Introduction to Sinutrain & Familiarity with keyboard/screen Layout Work off sets & tool Offsets.
- ❖ Exercises on Programming using Cycles like Drilling, Stock removal, Finishing, Thread cutting, Grooving etc.
- ❖ Practical training with Sinutrain 828D/840DSL Simulation Software and Fanuc NC Guide software version 15.3.

पाठ्यक्रम का नाम : उन्नत सीएनसी पार्ट प्रोग्रामिंग (मिलिंग) पाठ्यक्रम
 Name of the Course : ADVANCED CNC PART PROGRAMMING (MILLING) COURSE
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	19-06-2023	23-06-2023	01	V. GOPINATH, JWM (SG)	9490997137
2.	11-09-2023	15-09-2023	01	M. SIVAKUMAR, JWM (SG)	8498944894
3.	13-11-2023	17-11-2023	01	M. KISHAN RAO, JWM	9421078518
4.	12-02-2024	16-02-2024	01	M. YUGENDAR, JWM (SG)	9407193579

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course is designed to impart advanced skills in Part programming - Milling in Sinumerik and Fanuc Controls for those who are already working in CNC area. More emphasis is given in using subroutines & Milling cycles. Participants can write and test the programs with simulation software.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS:

- ❖ Introduction to 828D/840DSL, Basic new functions RND, CHF, ANG, CIP, Frame Concepts etc.
- ❖ Brief notes on G-codes & M-codes.
- ❖ Introduction to Sinutrain & Familiarity with keyboard/screen Layout Work off sets & tool Offsets.
- ❖ Exercises on Programming using Cycles like Drilling, Milling, hole pattern, Stock removal, Face milling, Pocket milling etc.
- ❖ Practical training with Sinutrain 828D/840DSL Simulation Software and Fanuc NC Guide software version 15.3.

पाठ्यक्रम का नाम : मेकाट्रॉनिक्स और मेन्यूफेक्चरिंग ऑटोमेशन
 Name of the Course : MECHATRONICS AND MANUFACTURING AUTOMATION
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	07-08-2023	11-08-2023	01	K. KRISHNA REDDY, JWM (SG)	9494983936

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To impart knowledge and update the latest advanced Techniques in Mechatronics, Manufacturing automation and CNC/DNC.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Mechanical/Electrical/Electronic elements of CNC DNC Machines.
- ❖ Hydraulics & Pneumatic Activation system.
- ❖ Architecture of CNC system & Drives.
- ❖ PLC system in CNC Machines.
- ❖ Application of Hydraulics, Pneumatics & PLC system in CNC M/c's.

पाठ्यक्रम का नाम	: सीएनसी सिस्टम का अनुरक्षण
Name of the Course	: MAINTENANCE OF CNC SYSTEMS
प्रतिभागियों के स्तर	LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	01-01-2024	05-01-2024	01	M. SIVAKUMAR, JWM (SG)	8498944894

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To give knowledge on Maintenance of CNC Control systems & AC/DC drives and programmable logic controllers their basic concepts, PLC components & their functions drawing ladder diagrams and PLC programming.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ CNC Control Systems Configuration and Functions.
- ❖ Feed Drives.
- ❖ Spindle Drives.
- ❖ Basic, Memories, Ladder Logics.
- ❖ PLC Programming and Connections, Latches, Timers and Counters.
- ❖ Breakdown Analysis. CNC Control Systems Configuration and Functions.
- ❖ Feed Drives.
- ❖ Spindle Drives.
- ❖ Basic, Memories, Ladder Logics.
- ❖ PLC Programming and Connections, Latches, Timers and Counters.
- ❖ Breakdown Analysis.

पाठ्यक्रम का नाम : ईएमएस और आंतरिक लेखा परीक्षा (संशोधित संस्करण)
Name of the Course : EMS AWARENESS PROGRAMME & INTERNAL AUDITOR TRAINING
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	10-04-2023	13-04-2023	01	P. MADHU, JWM	9981139677
2.	20-11-2023	24-11-2023	01	G.V. HARI PRASAD, PS	

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course provides knowledge on EMS audit, various Types, concepts of Audit, standard clauses and audit execution & follow up action at their work place..

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to EMS (ISO 14001:2015).
- ❖ EMS Specification with guidance.
- ❖ Guidelines for EMS audit.
- ❖ Objective, Principles & Types of Audit.
- ❖ Standard and specific clauses of EMS.
- ❖ EMS auditing concepts.
- ❖ Audit execution & follow up action.

पाठ्यक्रम का नाम : एकीकृत प्रबन्धन पद्धति
Name of the Course : INTEGRATED MANAGEMENT SYSTEM
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	10-04-2023	13-04-2023	01	JAVED MOHAMMED, JWM (SG)	9948039785
2.	09-10-2023	13-10-2023	01	JAVED MOHAMMED, JWM (SG)	9948039785

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of this course is to combine all aspects of an organization's systems, processes and Standards into one smart system. This merger allows a organization/unit to streamline its management, save time and increase efficiency by addressing all elements of the management system as a whole.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to IMS
- ❖ Various implementation levels and aspects of IMS
- ❖ Fundamental concepts relating to IMS
- ❖ Comparison between ISO 18001:2004 and ISO 18001:2015
- ❖ Comparison between ISO 9001:2008 and ISO 9001:2015
- ❖ Auditable clauses in ISO 9001:2015, ISO 18001:2015
- ❖ To Conduct audit and write audit reports.

पाठ्यक्रम का नाम : गुणवत्ता पैट्रन
 Name of the Course : QUALITY PATRON
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	17-04-2023	21-04-2023	01	ANAND PRABHAKAR MESA, JWM	7416452477

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To develop Quality professionals having in-depth knowledge, techniques and skills in quality Managements, knowledge on latest international best quality practices, quality tools, Approaches & techniques to diagnose quality problems, analyze available information & devise sound practical solutions etc. Quality professionals for: i) using proper quality control tools, workplace ii) Systematic and logical analysis of Quality problems and their solutions.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Basic concept of Quality.
- ❖ Why Quality?
- ❖ Difficulties in Quality.
- ❖ Top Management, Quality Policy.
- ❖ Product Quality.
- ❖ Process Quality.
- ❖ Quality Cost, QC tools, Examples & sharing.

पाठ्यक्रम का नाम : अनुरक्षण प्रबन्धन
 Name of the Course : MAINTENANCE MANAGEMENT
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	17-04-2023	21-04-2023	01	M. KISHAN RAO, JWM	9421078518
2.	31-07-2023	04-08-2023	01	M. KISHAN RAO, JWM	9421078518

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of this course is to optimize the reliability of equipment and infrastructure, to ensure that equipment and infrastructure are always in good condition, to improve operational safety, to contribute to finished product quality and to ensure environmental protection.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Breakdown (Reactive) Maintenance
- ❖ Preventive Maintenance, Predictive Maintenance
- ❖ Maintenance Planning, Maintenance Scheduling
- ❖ Maintenance Schedule Techniques, Modern Scientific Maintenance Methods
- ❖ Six Sigma Maintenance, Enterprise Asset Management (EAM)
- ❖ Lean Maintenance, Computer Aided Maintenance
- ❖ Systematic Housekeeping (5S Foundation)
- ❖ Total Productive Maintenance (TPM), Pillars of TPM
- ❖ 16 Major Losses and Six Big Losses, Calculation of OEE (Overall Equipment Effectiveness)
- ❖ Exercises and Case Studies.

पाठ्यक्रम का नाम : टूल्स गेजस और मेट्रोलॉजी पर जागरूकता
 Name of the Course : AWARENESS ON TOOLS, GAUGES & METROLOGY
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	24-04-2023	28-04-2023	01	M. SIVAKUMAR, JWM (SG)	8498944894

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To generate awareness about Tools, Gauges and Metrology and their use in the Industry.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Inspection of Tools.
- ❖ Equipment and Gauges.
- ❖ Do calibration, Traceability.
- ❖ Measurement Errors and its sources.
- ❖ Automation and Measurement (Online Gauging System Type).

पाठ्यक्रम का नाम : सामग्री प्रबन्धन
 Name of the Course : MATERIAL MANAGEMENT
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	24-04-2023	28-04-2023	01	S. SEETHA RAMA RAO, JWM (SG)	9176086201
2.	11-09-2023	15-09-2023	01	S. SEETHA RAMA RAO, JWM (SG)	9176086201

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of this course is to provide the knowledge about effective and efficient purchase, different inventory policies and models regarding Stores Management, modern techniques used for management of materials of those who are working in Stores and MM sections.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Material Planning and Control System, Forecasting
- ❖ Material Requirement Planning (MRP) & their process, Bill of Material, Capacity Management
- ❖ Manufacturing Resource Planning (MRP-II), Economic Order Quantity (EOQ)
- ❖ Variation of the EOQ Model, Period Order Quantity (POQ), Purchasing
- ❖ Store Management, Inventory Control, Standardization, Simplification
- ❖ Value Analysis, Just-In-Time (JIT), Waste Management

पाठ्यक्रम का नाम : गुणता प्रबन्धन
 Name of the Course : QUALITY MANAGEMENT
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	08-05-2023	12-05-2023	01	V. GOPINATH, JWM (SG)	9490997137

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course provides an understanding of the principles of Quality, Quality Assurance, and Quality Management will provide an insight into the concepts of Excellence and Best Value and the contribution of quality to strategic management.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Types of Quality Control, Steps in Quality Control
- ❖ Cost of Quality, Seven Traditional and Modern Tools for Quality Control
- ❖ Causes of variation in Quality
- ❖ Statistical Quality and Process Control (SQC/SPC), Sampling Techniques
- ❖ Lean Six Sigma Concepts – Process Capability Study
- ❖ Quality Circles, Quality Function Deployment (QFD)
- ❖ Total Quality Management (TQM), Quality Engineering in Production System
- ❖ Quality Management System (ISO 9000 series), Case Studies
- ❖ Visit to Deming Prize winning Companies.

पाठ्यक्रम का नाम : चीजों की इंटरनेट
 Name of the Course : INTERNET OF THINGS
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	15-05-2023	17-05-2023	03 Days	P. SRINIVASA RAO, JWM	9490918429

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To provide the basic knowledge to the participants regarding Advantages, Disadvantages, Technology, Protocols, Security and Government, Applications by using Internet.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | |
|-------------------------------|------------------------------------|
| 1. Overview | 2. Key Features |
| 3. Advantages & Disadvantages | 4. Common Users |
| 5. Technology & Protocols | 6. Security and Govt. Applications |

पाठ्यक्रम का नाम : उत्पादन योजना नियंत्रण (पीपीसी)
 Name of the Course : PRODUCTION PLANNING CONTROL (PPC)
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	15-05-2023	19-05-2023	01	P. MADHU, JWM	9981139677

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of the course is to provide knowledge to the participants regarding how to get the goods and services in right quality, right quantities, according to the time schedule and at a minimum cost.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | |
|--|---------------------------------------|
| 1 Operations Planning and Scheduling Systems | 2 Aggregate Planning |
| 3 Master Production Schedule (MPS) | 4 Material Requirement Planning (MRP) |
| 5 Different phases of PPC | 6 Functions of PPC |
| 7 Capacity Planning | 8 Routing |
| 9 Scheduling | 10 Scheduling Methodology |

पाठ्यक्रम का नाम : एस पी सी, एस क्यू सी तकनीक और 6-सिग्मा
 Name of the Course : SPC, SQC TECHNIQUES AND SIX SIGMA
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	05-06-2023	09-06-2023	01	JAVED MOHAMMED, JWM (SG)	9948039785

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course is designed to appraise the SPC/SQC techniques. It will help the participants in practical application & SPC Tools for controlling of variation at shop floor.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | |
|--------------------------------------|--------------------------|
| 1 Introduction to SPC/SQC Techniques | 2 Cause & Effect |
| 3 Histogram | 4 Check Sheet |
| 5 Pareto Chart | 6 Control Chart |
| 7 Scatter diagram | 8 Stratification Chart |
| 9 Concepts of Six Sigma | 10 Exercises on QC Tools |
| 11 Process Capability Study | |

पाठ्यक्रम का नाम : बीएमपी और इसके प्रकारों का संचालन और रखरखाव
 Name of the Course : OPERATION AND MAINTENANCE OF BMP & ITS VARIANTS
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	05-06-2023	09-06-2023	01	S. SEETHA RAMA RAO, JWM (SG)	9176086201
2.	01-01-2024	05-01-2024	01	K. KRISHNA REDDY, JWM(SG)	9494983936

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To equip and impart skills on BMP vehicle covering from basics of Manufacture, Function and different stages of Armoured BMP vehicle.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | |
|-----------------------------------|--|
| 1 Introduction to BMP vehicle | 2 Assembly of suspension items |
| 3 Assembly of main conveyer items | 4 Stationery test of BMP vehicle |
| 5 Assy of turret | 6 Integration of turret |
| 7 Post stationery test | 8 Purpose of developing the valiant's of BMP vehicle |

पाठ्यक्रम का नाम : वर्षा जल संचयन और अपशिष्ट प्रबंधन
 Name of the Course : RAIN WATER HARVESTING AND WASTE MANAGEMENT
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	12-06-2023	16-06-2023	01	LELIN KUMAR SENDH, JWM(SG)	9437638389

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of this course is to get understandings on various aspects of Rain Water Harvesting and Waste Management (starting from its generation to processing with options for reuse and recycle, transport, and disposal).

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | |
|--|---|
| 1 Introduction to Rain Water Harvesting | 2 Different methods of Rain Water Harvesting |
| 3 Importance of Rain Water Harvesting | 4 Advantages & Disadvantages of Rain Water Harvesting |
| 5 Introduction to Waste Management | 6 Waste Generation Aspects, Collection, Storage, Transport and Disposal of Wastes |
| 7 Waste Processing Techniques & Source Reduction, Product Recovery & Recycling | 8 Recovery of Biological Conversion Products- Compost and Biogas |
| 9 Incineration and Energy Recovery, Hazardous Waste Management and Treatment | 10 Integrated Waste Management |

पाठ्यक्रम का नाम : जी ई-एम पर कार्यशाला
Name of the Course : WORKSHOP ON GeM
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	17-07-2023	18-07-2023	02 Days	S. SEETHA RAMA RAO, JWM (SG)	9176086201

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course is designed to familiarize the participants with the GeM Portal.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction & Importance of GeM portal.
- ❖ Role & Responsibilities of different users.
- ❖ Pre & Post activities for purchase through GeM Portal.

पाठ्यक्रम का नाम : 7 क्यू सी टूल्स
Name of the Course : 7 QC TOOLS
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	24-07-2023	26-07-2023	03 DAYS	M. YUGENDAR, JWM (SG)	9407193579

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course provides an understanding of the concepts of 7 QC Tools.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to Quality Control Tools and TQM techniques
- ❖ Problems identification methodology, Pareto analysis
- ❖ Cause & effect diagram, Process flow diagram,
- ❖ Elementary statistics, Histogram, Scatter diagram and interpretation
- ❖ Control charts.

पाठ्यक्रम का नाम : 3 डी प्रिंटिंग
Name of the Course : 3D PRINTING
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	24-07-2023	25-07-2023	02 DAYS	G. SREEDHAR, JWM	9630257922

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To learn the 3D Printing technology.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction General Principals.
- ❖ Application
- ❖ Constraints.

पाठ्यक्रम का नाम : औद्योगिक संरक्षा प्रबन्धन
Name of the Course : INDUSTRIAL SAFETY MANAGEMENT
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IES

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	31-07-2023	04-08-2023	01	LELIN KUMAR SENDH, JWM (SG)	9437638389

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of this course is to provide knowledge on Industrial safety, Industrial laws, regulations, Environmental Safety, Occupational Health and Industrial Hygiene and safety in Engg. Industry, preventive methods, relief and to analyse industrial hazards and its risk assessment.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Environmental Safety
- ❖ Occupational Health and Industrial Hygiene
- ❖ Industrial Safety, Health and Environmental Acts
- ❖ Safety in Engineering Industry
- ❖ Safety performance and monitoring
- ❖ Safety Audit.

पाठ्यक्रम का नाम : गुणवत्ता मार्गदर्शक
 Name of the Course : QUALITY GUIDE
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	07-08-2023	11-08-2023	01	V. GOPINATH, JWM (SG)	9490997137

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To develop Quality professionals having in-depth knowledge, techniques and skills in quality Managements, knowledge on latest international best quality practices, quality tools, Approaches & techniques to diagnose quality problems, analyze available information & devise sound practical solutions etc. Quality professionals for: i) using proper quality control tools, workplace ii) Systematic and logical analysis of Quality problems and their solutions.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | |
|---|--|
| 1 Introduction to Quality | 2 Basic concept of Quality |
| 3 Why Quality? | 4 Difficulties in Quality |
| 5 Top Management | 6 Quality Policy, Product Quality, Process Quality |
| 7 Quality Cost QC tools, Examples & sharing | |

पाठ्यक्रम का नाम : 5एस, टी.पी.एम. एवं टी.क्यू.एम.
 Name of the Course : 5S, TPM & TQM
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	21-08-2023	25-08-2023	01	P. MADHU, JWM	9981139677

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course provides an understanding of the concepts of 5S, TPM & TQM.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to 5S
- ❖ Maintenance Management.
- ❖ 8 Pillars of TPM, 16 Major losses.
- ❖ Planned, Preventive Maintenance.
- ❖ Goals of TPM
- ❖ Quality, Cost of Quality, Framework for TQM

पाठ्यक्रम का नाम : लेखा परीक्षण प्रक्रिया एवं गुणता आश्वासन योजना
Name of the Course : QUALITY ASSURANCE PLAN & PROCESS AUDIT
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	28-08-2023	01-09-2023	01	LELIN KUMAR SENDH, JWM (SG)	9437638389

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course is designed to give knowledge on Quality Assurance Plan (QAP), Quality related documents and familiarization on process audit and ultimate use of final product.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Quality Assurance Plan (QAP) and other quality related documents.
- ❖ Assigning the causes and Attributes to defects.
- ❖ Process Audits, Zero effect and Zero defect.
- ❖ Familiarization regarding ultimate use of final product and its functional utility.

पाठ्यक्रम का नाम : गर्मी उपचार के तरीके
Name of the Course : HEAT TREATMENT MODULES
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	11-09-2023	15-09-2023	01	P. MADHU, JWM	9981139677

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To impart training on various heat treatment processes in context of Ordnance production.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to Various Heat Treatment process.
- ❖ Application, Challenges.
- ❖ Different furnaces for different heat treatment cycles.
- ❖ Issues with heat treatment cycles

पाठ्यक्रम का नाम : विद्युत संरक्षा
 Name of the Course : ELECTRICAL SAFETY
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	26-09-2023	28-09-2023	03 Days	P.RAVI, JWM(SG)	7901462423

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To impart training in procedures of conducting Electrical Safety Audit in all Production & Maintenance sections to evaluate Electrical Safety Management Systems as per OFB norms to investigate and find out reasons for accidents in industries' & to suggest remedial Measures to avoid recurrences.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Basic aspects of electrical safety Management systems, Statutory Industrial Electricity rules applicable.
- ❖ Role & responsibility of ESO/REI/ZEI on Electrical Safety.
- ❖ Procedures on Electrical safety audit & investigation of Industrial accidents, importance of safety committee & their functions.
- ❖ Procedures on reporting of accidents/Dangerous occurrences.

पाठ्यक्रम का नाम : आईएसओ 9001:2015 क्यू एम एस-लेखा परीक्षा
 Name of the Course : ISO 9001:2015 QMS-AUDIT
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	06-11-2023	10-11-2023	01	V. GOPINATH, JWM (SG)	9490997137

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To perform Internal Audits with knowledge and skills needed to assess and report on the conformance & effective implementation to processes and to the continual improvement of the Management system.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ QMS Requirements.
- ❖ Process approach.
- ❖ QMS Audit.
- ❖ Internal Quality Audit.
- ❖ Audit principles and Techniques Tips for Audits & Auditors.
- ❖ Audit exercises.

पाठ्यक्रम का नाम : औद्योगिक स्वचालन एवं नियंत्रण
 Name of the Course : INDUSTRIAL AUTOMATION AND CONTROL
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	06-11-2023	10-11-2023	01	P. RAVI, JWM (SG)	7901462423

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course provides an understanding on automation technologies and advantages, limitations and applications of the same. To develop ability to recognize, articulate and solve industrial problems using automation technologies.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Computer Integrated Manufacturing (CIM)
- ❖ Automation Strategies, Types of Automation System
- ❖ Automated flow Lines, Automated Guided Vehicles Systems (AVGS)
- ❖ Automated Storage/Retrieval Systems (AS/RS)
- ❖ Carousel Storage Systems
- ❖ Carousel Storage Systems applications
- ❖ Industrial Automation and Communication Protocols for systems like PLC
- ❖ Industrial Automation in Information Technology
- ❖ Introduction to Internet of Things, Protocols and real time
- ❖ Exercises.

पाठ्यक्रम का नाम : औद्योगिक संरक्षा और आपदा प्रबन्धन
 Name of the Course : INDUSTRIAL SAFETY & DISASTER MANAGEMENT
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	13-11-2023	17-11-2023	01	LELIN KUMAR SENDH, JWM (SG)	9437638389

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To create awareness on Safety Management System, to investigate and find out reasons for Industrial Accidents & to suggest and to follows measures to avoid recurrence.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Basic aspects of Safety Management System, Statutory Rules applicable to O.Fs.
- ❖ Role & Responsibilities of Managers, Staff & Workmen on Safety.
- ❖ Procedures on Safety Audit & Investigation of Industrial Accidents
- ❖ Importance of Safety Committee & their functions.
- ❖ Procedures on reporting of Accidents/Dangerous occurrences.
- ❖ Disaster Prevention & Mitigation, Damage due to Natural Disasters.
- ❖ Disaster Risk Reduction.

पाठ्यक्रम का नाम : भंडार कार्यविधि
Name of the Course : STORE PROCEDURES
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	13-11-2023	17-11-2023	01	G. SREEDHAR, JWM	9630257922

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To make the participants familiarize the existing stores management system in Ordnance Factories as required for the participant to work in stores area.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- 1 Introduction to Material Management and Store Management
- 2 Stores Procedure and accounting - receipt branch / Issue Branch
- 3 Receipt of material - Road / Rail / Air / Sea
- 4 Store Procedure and Accounting - Stock Branch
- 5 Preservation Techniques
- 6 Security Aspects of Store Management
- 7 Regularization of losses
- 8 Disposal of Stores
- 9 Inventory Control Techniques etc

पाठ्यक्रम का नाम : ई-प्रोक्यूरमेंट
Name of the Course : e-PROCUREMENT
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	27-11-2023	29-11-2023	03 Days	S. SEETHA RAMA RAO, JWM (SG)	9176086201

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course is designed to familiarize the participants with the latest procedures of e-Procurement with live examples

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- 1 Introduction & Importance of e-Procurement
- 2 Vendor enrolment for e-Procurement
- 3 Defining of e-Procurement Roles
- 4 Pre-Tender activities of e-Procurement
- 5 Post Tender activities of e-Procurement
- 6 Familiarization with SOP

पाठ्यक्रम का नाम : सप्लाई चेन प्रबंधन (एस.सी.एम)
Name of the Course : SUPPLY CHAIN MANAGEMENT (SCM)
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	11-12-2023	15-12-2023	01	P. MADHU, JWM	9981139677

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of this course is to create value, build a competitive infrastructure, leverage worldwide logistics, synchronise supply with demand and measure performance.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Logistics Management
- ❖ Concepts of Supply Chain Management (SCM)
- ❖ Core competency, Value chain, Elements of supply chain efficiency,
- ❖ Key issues in Supply Chain Management, Out Sourcing and Procurement
- ❖ Introduction to Inventory Management, Selective Control Techniques
- ❖ Independent Demand Systems (Probabilistic Models)
- ❖ Decision making and application, Competitive and Supply Chain Strategies
- ❖ Supply Chain Network Design, Logistics in Supply Chain
- ❖ Information Technology in Supply Chain.

पाठ्यक्रम का नाम : कुल गुणवत्ता प्रबंधन (टी क्यू एम)
Name of the Course : TOTAL QUALITY MANAGEMENT (TQM)
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	18-12-2023	22-12-2023	01	P. RAVI, JWM (SG)	7901462423

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course provides an understanding of the concepts of TQM and apprise the participants of different activities for evolving TQM implementation.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | |
|----------------------------|------------------------------|
| 1 Introduction to Quality | 2 Cost of Quality |
| 3 Frame work for TQM | 4 Quality controls tools |
| 5 Process capability Study | 6 Concept of New Seven Tools |
| 7 SPC | |

पाठ्यक्रम का नाम : उत्पादन और परिचालन प्रबंधन (पी.ओ.एम)
 Name of the Course : PRODUCTION AND OPERATION MANAGEMENT (POM)
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	29-01-2024	02-02-2024	01	P. RAVI, JWM (SG)	7901462423

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course provides knowledge on maximum customer satisfaction through quality, reliability, cost and delivery time, minimum scrap/rework resulting in better product quality and minimum possible inventory levels (i.e. optimum inventory levels).

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Productivity and Performance Management Systems
- ❖ Process Management, Types of Processes and Operations Systems
- ❖ Process Improvement Tools and Techniques, Flexible Manufacturing Systems (FMS)
- ❖ Capacity planning for POM, Different types of Capacity Planning Models and their applications
- ❖ Forecasting Tools and Techniques for POM and their applications
- ❖ Inventory Management, Enterprise Systems Planning (ESP)
- ❖ Concepts and Modelling of Material Requirements Planning (MRP)
- ❖ Concepts and Modelling of Manufacturing Resource Planning (MRP-II)
- ❖ Lean Engineering, Management Practices for Manufacturing and Service Organizations
- ❖ Toyota Production System (TPS): Concepts and Modelling
- ❖ Theory of Constraints (TOC): Concepts and Modelling
- ❖ Issues, Challenges and Strategies for POM
- ❖ Case Studies and Visit to Deming Prize winning Companies.

पाठ्यक्रम का नाम : प्रदूषण नियंत्रण एवं जोखिम रद्दी का निपटान
 Name of the Course : POLLUTION CONTROL & DISPOSAL OF HAZARDOUS WASTE
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	29-01-2024	02-02-2024	01	S. ANURADHA, JTO	9492632583

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To appraise and make aware of polluting factors, various pollution control methods and statutory requirements for pollution control. Also to create awareness on Rain Water Harvesting methods.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to Pollution, Polluting factors and Effects of pollution.
- ❖ Introduction to Hazardous Waste.
- ❖ Effects and Prevention of Contamination.
- ❖ Pollution Prevention Control Methods.
- ❖ Statutory Requirements.

पाठ्यक्रम का नाम : वर्क डिजाइन और नृकरमविज्ञान (समय और प्रयास का अध्ययन)
 Name of the Course : WORK DESIGN AND ERGONOMICS (TIME AND MOTION STUDY)
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	12-02-2024	14-02-2024	03 DAYS	S. SEETHA RAMA RAO, JWM (SG)	9176086201

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The main objective of work study is to improve productivity of men, machines and materials. The aim of work study is to determine the best method of performing each operation and to eliminate wastage so that production increases with less fatigue.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Work Study - Work Methods Design
- ❖ Motion Study, Process Chart, Man and Machine Chart
- ❖ Two Handed Process Chart
- ❖ Micro Motion and Memo Motion Study
- ❖ Work Measurement and its methods
- ❖ Work Sampling, Work Factor System
- ❖ Methods Time Measurement, Analytical Estimation
- ❖ Establishing Time Standards by Physiology Methods
- ❖ Motion Economy, Ergonomics Practices
- ❖ Human Body Measurement and Exercises.

पाठ्यक्रम का नाम : गुणवत्ता मानक और उसका व्यवहार
 Name of the Course : QUALITY STANDARDS & ITS PRACTICES
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	19-02-2024	23-02-2024	01	LELIN KUMAR SENDH, JWM (SG)	9437638389

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To create awareness on latest National and International Standards, Quality practices and their requirements.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Standards of Quality (National and International level).
- ❖ Defect investigation analysis with case studies, Traceability.
- ❖ Quality Documents.
- ❖ Quality Self certification.
- ❖ Quality Assurance, Quality control.

पाठ्यक्रम का नाम : एमएस-ऑफिस
 Name of the Course : MS OFFICE
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	10-04-2023	13-04-2023	01	P. SRINIVASA RAO, JWM	9490918429

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This Course provides necessary theory/practical input about MS-OFFICE (WORD, EXCEL & POWERPOINT).

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | |
|--|--|
| 1 Introduction to Microsoft-Office | 2 Introduction to MS-Word |
| 3 Various formatting features | 4 Mail Merge, Customizing in MS-Word |
| 5 Introduction to MS-Excel, Concepts in MS-Excel | 6 Relative and absolute addressing modes |
| 7 Working with Built-in-Functions | 8 Working with Charts/Graph |
| 9 Working with Database | 10 Working with Pivot tables |
| 11 Introduction to MS-PowerPoint | 12 Various operations in MS-PowerPoint |

पाठ्यक्रम का नाम : उन्नत एमएस-ऑफिस
 Name of the Course : ADVANCED MS-OFFICE
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	10-07-2023	14-07-2023	01	ANAND PRABHAKAR MESA, JWM	7416452477

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This Course provides necessary theory/practical input about Advanced MS-OFFICE (WORD, EXCEL & POWERPOINT).

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | |
|--|---|
| 1 Introduction to Microsoft-Office | 2 Advanced Formatting features in MS-Word |
| 3 Working with Mail Merge in MS-Word | 4 Customizing MS-Word |
| 5 Advanced concepts in MS-Excel | 6 Relative and absolute addressing modes |
| 7 Working with advance Built-in-Functions | 8 Working with Charts/Graph |
| 9 Working with Database (list), sorting & filtering data in a list, Adding & removing subtotals | 10 Working with Pivot tables |
| 11 Introduction to MS-Power Point, Creating, modifying and formatting slides & Displaying Slide show | 12 Advanced operations in MS-PowerPoint |
| 13 Advanced print options in MS-Office | |

पाठ्यक्रम का नाम : आई टी सुरक्षा और साइबर सुरक्षा
 Name of the Course : IT SECURITY AND CYBER SECURITY
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	17-07-2023	21-07-2023	01	P. SRINIVASA RAO, JWM	9490918429

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To impart knowledge & skills about IT-Security & Cyber security.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | | | |
|----|--|----|--|
| 1 | Introduction to Information & Cyber Security | 2 | Fundamentals of Risk Management |
| 3 | Network Security Concepts | 4 | Fundamental of Cloud Computing |
| 5 | Basics of Information Security Audit | 6 | Overview of Cybercrime Trends & Techniques |
| 7 | Internet & e-Mail Tracking | 8 | Storage Media Forensics |
| 9 | Overview of Cyber Law in India | 10 | ISMS |
| 11 | Indian IT Act, e-Commerce & e-Governance | | |

पाठ्यक्रम का नाम : कम्प्यूटर नेटवर्किंग
 Name of the Course : COMPUTER NETWORKING
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	26-09-2023	28-09-2023	03 Days	P. SRINIVASA RAO, JWM	9490918429

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of this course is to provide skills in computer networks (switching, routing), system and network administration, computer and network security, operating systems, web programming, databases, and project management.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | | | |
|----|---------------------------------------|----|--|
| 1 | Introduction and Network Models | 2 | Data and Signals |
| 3 | Digital and Analog Transmission | 4 | Multiplexing, Error Detention, and Data Link Control |
| 5 | Media Access Control and Ethernet | 6 | Network Layer and Next Generation IP |
| 7 | Data-Link and Network-Layer Protocols | 8 | Unicast and Multicast Routing |
| 9 | Wired Networks and Virtual LANs | 10 | Wireless Networks |
| 11 | Network Management and Firewalls | | |

पाठ्यक्रम का नाम : उन्नत एमएस-एक्सेल
Name of the Course : ADVANCED MS-EXCEL
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	09-10-2023	10-10-2023	02 Days	ANAND PRABHAKAR MESA, JWM	7416452477

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course provides necessary theory/practical input about Advanced features in MS-Excel.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to MS-Office and Microsoft Excel.
- ❖ Worksheet organization and structure.
- ❖ Type of data in MS-Excel.
- ❖ Formatting text, numbers and dates & Printing Worksheet.
- ❖ Working with dates in Excel Worksheet.
- ❖ Formatting Rows, Columns and Worksheet.
- ❖ Entering formulas & Built-in-Functions.
- ❖ Working with Charts/Graph.
- ❖ Working with Database (list), Sorting & Filtering data in a list, Adding & removing subtotals.
- ❖ Relative and Absolute addressing modes.
- ❖ Working with Pivot tables.
- ❖ Advanced features in MS-Excel.

पाठ्यक्रम का नाम : उन्नत एमएस- पावरपॉइंट
Name of the Course : ADVANCED MS-POWERPOINT
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	27-11-2023	28-11-2023	02 Days	ANAND PRABHAKAR MESA, JWM	7416452477

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To create a well designed slides using animations for a professional presentation.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction & Basic PowerPoint
- ❖ Working with slide designs
- ❖ Working with slide animations
- ❖ Using graphics, Costume Styles
- ❖ Using Audio, Video & GIFs

पाठ्यक्रम का नाम : एमएस-एक्सेस
Name of the Course : MS-ACCESS
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	18-12-2023	22-12-2023	01	P. SRINIVASA RAO, JWM	9490918429

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This course imparts theory and practicals inputs about MS-Access.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | | | |
|---|---------------------------|---|--------------------------|
| 1 | Introduction to MS-Access | 2 | Various database objects |
| 3 | Working with tables | 4 | Working with Queries |
| 5 | Working with Forms | 6 | Working with Reports |

पाठ्यक्रम का नाम : राजभाषा कार्यशाला और कंप्यूटर पर आवेदन
 Name of the Course : RAJBASHA WORKSHOP & APPLICATION ON COMPUTERS
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	10-04-2023	11-04-2023	02 Days	S. ANURADHA, JTO	9492632583

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To motivate Group 'A' officers/employees to do official work in Hindi. To remove hesitation in doing official work in Hindi by Group 'B' officers/employees. It will be practiced to work easily in Hindi on the computer.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Official language policy of the Govt.
- ❖ Standard spelling and script
- ❖ Letters, Semi-official Letters,
- ❖ Circulars, OMs, Office Orders
- ❖ Comments & Notifications
- ❖ Working in Hindi on computer

पाठ्यक्रम का नाम : सुरक्षा प्रक्रिया
 Name of the Course : SECURITY PROCEDURES
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	24-04-2023	26-04-2023	03 Days	G.V. HARI PRASAD, PS	7798369442
2.	21-08-2023	23-08-2023	03 Days	G.V. HARI PRASAD, PS	7798369442

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : Security of OFs and its allied establishments has assumed prime importance in the face of rapidly changing security threats. The Factory Security staff form the main backbone of this security machinery. Therefore, this course is designed to impart knowledge to Security staff on various Security procedures and management. After completion of the course, participants will be able to follow the procedures and principle of Industrial Security Management.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Security set up, Job knowledge and duties, Self-discipline, etiquettes and manners.
- ❖ Fraud/theft prevention and Estate security, Search/searching procedure.
- ❖ Standing instructions & classified documents, Communication and information gathering.
- ❖ Skill in writing and reporting and record management.
- ❖ Disaster Management and Fire drill, Handling of Security gadgets and equipment.

पाठ्यक्रम का नाम : जीएसटी पर कार्यशाला व उसका कार्यव कार्यान्वयन
Name of the Course : WORKSHOP ON GST & ITS IMPLEMENTATION
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	27-04-2023	28-04-2023	02 Days	LELIN KUMAR SENDH, JWM (SG)	9437638389

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To know the knowledge of tax procedures in vogue participants will be able to calculate tax procedures on their own.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Various Types of Taxations.
- ❖ Why Tax?
- ❖ How Tax?
- ❖ Why this Tax was introduced?
- ❖ Calculate Procedures.
- ❖ On what are all the items GST will be effective and the effect of GST on Market.
- ❖ GST benefits to Central and State Government.

पाठ्यक्रम का नाम : परिश्रम अनुबंध प्रबंधन
Name of the Course : LABOUR CONTRACT MANAGEMENT
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	08-05-2023	09-05-2023	02 Days	P. RAVI, JWM (SG)	7901462423

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of Labour Contract Management is to ensure that both parties meet their respective commitments as efficiently and effectively as possible and that the intended outcomes of the contract are delivered.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to Labour contract Mgt. Agreements
- ❖ Negotiation skills
- ❖ Managing contracts
- ❖ Financial Mgt. and control
- ❖ Exiting contracts & continuous improvement planning

पाठ्यक्रम का नाम : व्यक्तित्व विकास और नेतृत्व कौशल विकास
Name of the Course : PERSONALITY DEVELOPMENT, LEADERSHIP & TEAM BUILDING
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	22-05-2023	26-05-2023	01	K. KRISHNA REDDY, JWM (SG)	9494983936
2.	11-12-2023	15-12-2023	01	G. SREEDHAR, JWM	9630257922

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To impart training in Industrial Laws, Labour Laws, RTI Act and Building Leadership skills for effective & smooth functioning of the Organization

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | | | |
|---|--|---|--|
| 1 | Industrial Laws, Labour Laws & CCS (CCA) Rules and Conduct Rules | 2 | Industrial Dispute Act, Workmen compensation Act |
| 3 | Communication skills, Building Leadership skills | 4 | Occupational Health Hazards, Retirement Benefits |

पाठ्यक्रम का नाम : टिप्पण एवं प्रारूप लेखन
Name of the Course : NOTING & DRAFTING
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	29-05-2023	31-05-2023	03 DAYS	G.V. HARI PRASAD, PS	7798369442
2.	16-10-2023	18-10-2023	03 DAYS	G.V. HARI PRASAD, PS	7798369442
3.	04-12-2023	08-12-2023	03 DAYS	S. ANURADHA, JTO	9492632583
4.	08-01-2024	10-01-2024	03 DAYS	S. ANURADHA, JTO	9492632583

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : Office is meant for taking certain decisions. These decisions are taken in Files. Staffs working in Office are required to put up the Noting in the files. Quality of the decisions may depend on the drafting of noting and filing system in the Office. Drafting of noting and linking of files are key to the quality of decision taken in the Office. With this in view, this course is designed to impart knowledge and improve the skills/techniques involved in the Office noting and filing system in the Office.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Office Management.
- ❖ Record management.
- ❖ Office communication.
- ❖ Filing system & Maintenance of files.
- ❖ Noting and Drafting techniques.

पाठ्यक्रम का नाम : महिलाओं के लिए स्वास्थ्य जागरूकता
 Name of the Course : HEALTH AWARENESS FOR LADIES
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	12-06-2023	14-06-2023	02 Days	S. ANURADHA, JTO	9492632583

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The aim of this course is to empower women to take responsibility for their mental and physical health and identify health deficiencies, equal access to services, resources, and products that best help them prevent and reduce poor health.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Introduction to Health Management.
- ❖ Women's movement in Health and Social care Sector.
- ❖ Impact of Personal, Family, Workplace and Society influences on Women's health.
- ❖ Pertinent Health issues in Women's.
- ❖ Health information and practices that assist Women to achieve physical and stable health conditions.

पाठ्यक्रम का नाम : कार्यालय क्रियाविधि
 Name of the Course : OFFICE PROCEDURES
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	03-07-2023	07-07-2023	01	M. KISHAN RAO, JWM	9421078518

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : The objective of this course is to simplify office works, make the office works effective by increasing efficiency in work performance and accomplish the work in co-ordination with various departments and sections.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- | | | | |
|---|---------------------------------------|---|---------------------------------|
| 1 | Human Relations, Interpersonal Skills | 2 | Conflict Resolution |
| 3 | Critical Thinking | 4 | Teamwork, Time Management |
| 5 | Telephone Skills and Customer Service | 6 | Minute-Taking, Meeting Planning |
| 7 | Customer Service | 8 | Oral Presentation Skills |

पाठ्यक्रम का नाम : प्रज्ञात्मक सम्पत्ति अधिकार (आईपीआर) निर्गम
 Name of the Course : INTELLECTUAL PROPERTY RIGHTS (IPR) ISSUES
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	21-08-2023	22-08-2023	02 Days	P. RAVI, JWM (SG)	7901462423
2.	26-09-2023	27-09-2023	02 Days	K. KRISHNA REDDY, JWM (SG)	9494983936

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To create awareness amongst the participants on concept of Intellectual Property, I.P. Rights, Patent / Patentability Search Procedure and filing procedure.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Concept and Types of IPR.
- ❖ Patent Procedure.
- ❖ Search Procedure.
- ❖ Processing of Patent Procedure.

पाठ्यक्रम का नाम : प्रथमोपचार एवं अग्नि शमन पर बुनियादी
 Name of the Course : FIRST AID & BASICS ON FIRE FIGHTING
 प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs/IEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	04-09-2023	08-09-2023	01	M. KISHAN RAO, JWM	9421078518

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : To impart training in First Aid Procedures & Practices to the Level that enables the participants to give first aid as well as basics of fire fighting procedures on their own at their work place. This course is conducted with the faculty assistance of St. John's Ambulance Association, Hyderabad.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Primary survey - CNS, Respiratory Systems Circulatory system.
- ❖ Secondary survey - choking, poisons etc., with practical's, Bleeding, Wounds & Dressing with practical's.
- ❖ First Aid for Burns & Heart Attacks, Fracture, Fits, Epilepsy, Sprain, sunstroke shock- First Aid Procedures.
- ❖ Preventive Measures on Fire Fighting.

पाठ्यक्रम का नाम : प्रशासनिक प्रक्रिया
Name of the Course : ADMIN PROCEDURES
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	04-09-2023	08-09-2023	01	S. ANURADHA, JTO	9492632583

पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This gives knowledge on all administrative procedures, role and function of HOD, Pay and Allowances, MACP, Maintenance & Service Book, Disciplinary Procedures, Recruitment and Promotions.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Pay fixation under CCS rules
- ❖ Financial effects of penalties
- ❖ MACP
- ❖ Leave Rules
- ❖ Reservation Policies
- ❖ APAR
- ❖ Pension and Gratuity and other benefits
- ❖ DPC and Seniority Principals.

पाठ्यक्रम का नाम : प्रशासनिक प्रक्रिया, परिश्रम कानून और औद्योगिक संबंध
Name of the Course : ADMIN PROCEDURES, LABOUR LAWS & INDUSTRIAL RELATION
प्रतिभागियों के स्तर LEVEL OF PARTICIPANTS : JWM/NG/NIEs

क्र. सं. Sl. No.	अनुसूची SCHEDULE		कालावधि DURATION IN WEEK (S)	पाठ्यक्रम निदेशक COURSE DIRECTOR	मोबाइल MOBILE
	से From	तक To			
1.	08-01-2024	12-01-2024	01	G.V. HARI PRASAD, PS	7798369442

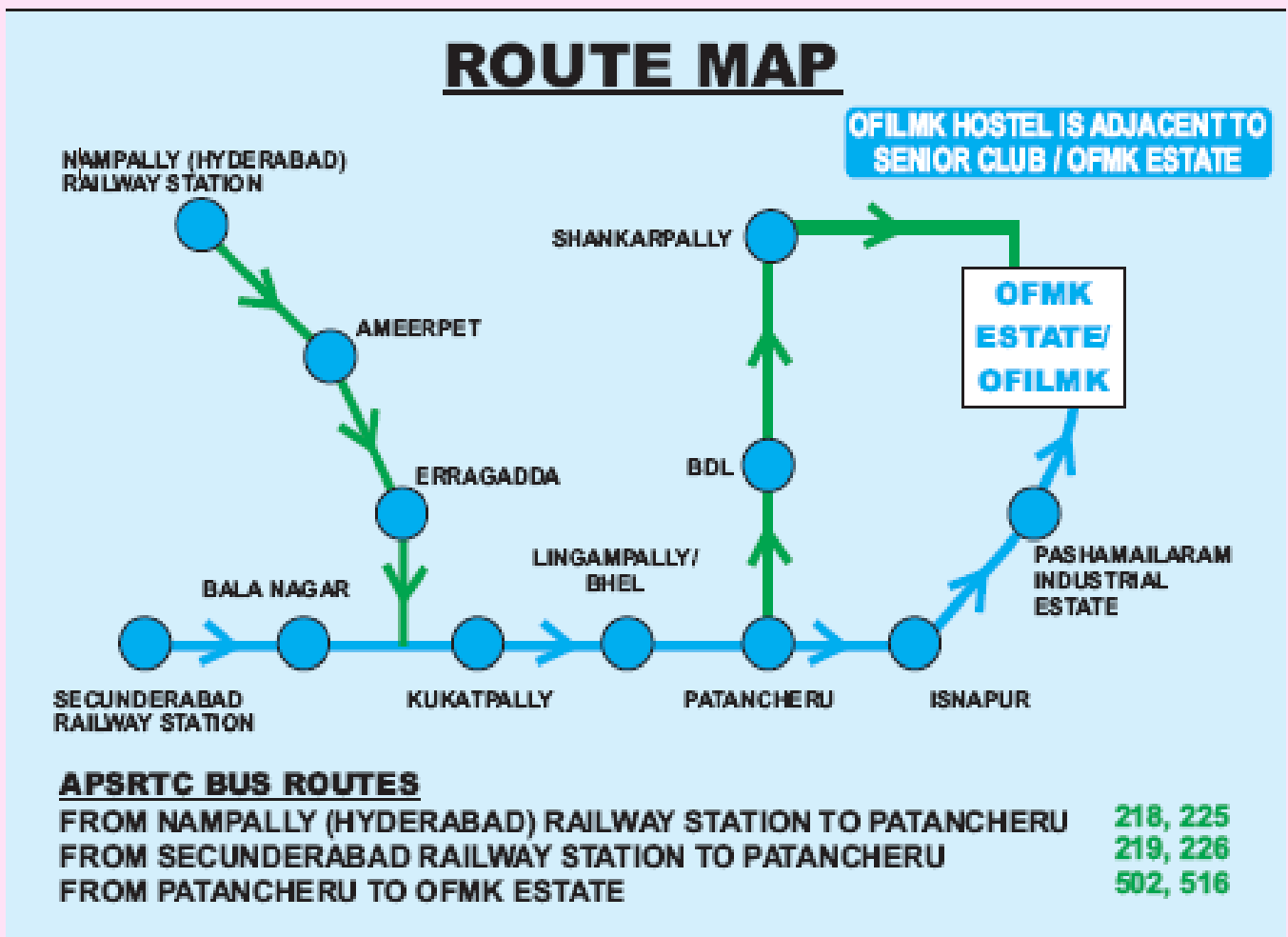
पाठ्यक्रम उद्देश्य COURSE OBJECTIVE : This gives knowledge on all administrative procedures, role and function of HOD, Pay and Allowances, MACP, Maintenance & Service Book, Disciplinary Procedures, Recruitment and Promotions.

पाठ्यक्रम विषय वस्तु COURSE CONTENTS :

- ❖ Pay fixation under CCS rules
- ❖ Financial effects of penalties
- ❖ MACP
- ❖ Leave Rules
- ❖ Reservation Policies
- ❖ APAR
- ❖ Pension and Gratuity and other benefits
- ❖ DPC and Seniority Principals.

GUIDELINES FOR PARTICIPANTS

1. AVNL IOLMK is located at 50 Kilometers from Secunderabad/Hyderabad. Participants may be advised to reach AVNL IOLMK one day prior to commencement of course.
2. Participants may be advised not to bring family members repeat not to bring family members due to limited hostel accommodation.
3. Participants on arrival at Secunderabad Railway station can take a bus to Patancheru route No. 219 or 226 and from Nampally (Hyderabad) Railway station they can take a bus to Patancheru route No. 218 or 225.
4. From Patancheru participants may be advised to take a bus to Ordnance Factory Estate route No. 502 or 516.
5. Participants may be advised to report at AVNL IOLMK Hostel, adjacent to Senior club, Ordnance Factory Estate, Yeddumailaram.
6. Valediction of course takes place around 16:00 - 17:00 Hrs. on last day. Participants can plan their departure from AVNL IOLMK accordingly.



ए.वी.एन.एल. शिक्षण संस्थान, मेदक छात्रावास
A.V.N.L. INSTITUTE OF LEARNING, MEDAK HOSTEL



Location: Adjacent to OFMK Senior Staff Club.

महत्वपूर्ण दूरभाष संख्या
Important Telephone Numbers:

OFFICE	: 040-23283801 (GM's Sectt)
	: 040-23283926 (JWM (SG)/TRG & DO-1)
I/C HOSTEL	: 040-23283806 (Hostel office)
	: 040-23283799 (Hostel security)