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|  | **क्षेत्रीय क्षमता निर्माण एंव ज्ञान संस्थान, जयपुर**  **Regional Capacity Building and Knowledge Institute, Jaipur** |

**MCTP Level - 3**

**(SAOs/AAOs having combined experience of more than 12 years)**

**(21.04.2025 to 25.04.2025)**

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| **SESSION** | **SESSION TIMINGS** | **Tea Break/Lunch** | **NON-SESSION TIMINGS** |
| **I** | **10:00 AM to 11.15 AM** | **Tea Break** | **11.15 AM to 11.45 AM** |
| **II** | **11:45AM to 1:00 PM** | **Lunch** | **1.00 PM to 2.00 PM** |
| **III** | **02:00 PM to 03.15 PM** | **Tea Break** | **03.15 PM to 03.45 PM** |
| **IV** | **03:45 PM to 5.00 PM** | **Games, Library and other activities.** | **5.00 PM onwards** |

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| **Date/Day** | **Session** | **Content/Topic** | **Name of Faculty** |
| **21.04.25**  **Monday** | **09:50 AM:** **Inauguration of Training Course** | | PD, RCB&KI, Jaipur |
| I | Effective communication with internal and external stakeholders, Advanced and job specific written communication skills, presentation skills | Shri Ramawatar Sharma, AG (Audit-II) Rajasthan and PD, RCB&KI, Jaipur. |
| II & III | Analytical thinking, methodical step-by-step approach to problem solving, systematic and logical approach to resolve problems, identify causation and anticipate unexpected results. | Dr. Akash Deep Arora, RAS  Indira Gandhi Panchayati raj & Gramin Vikas Sansthan |
| IV | Auditing in IT Environment, Data Analytics in audit, Concept of remote audit. | Banwari Lal Gahlot, AAO commercial O/o the AG (Audit-II), Rajasthan, Jaipur. |
| **22.04.25**  **Tuesday** | I & II | Stakeholder Engagement–Principles, framework and focus areas of stakeholder engagement; Major Stakeholder management challenges and techniques to manage them; Leveraging stakeholder relationship to improve work performances. | Ms. Meena Bisht, Sr. DAG (Admn.), O/o the PAG (A&E) Rajasthan, Jaipur |
| III | Management of Government Finances– Fiscal health of Union and States. Public expenditure – Principles, Types and Effects of Public Expenditure, Fiscal Responsibility and Budget Management (FRBM) Act. | Shri. Sumeet Agarwal, Dy Director (Cost) Central Excise Dept, Jaipur |
| IV | Revenue–Sources of Revenue; Characteristics of a good tax system. | Shri. Sumeet Agarwal, Dy Director (Cost) Central Excise Dept, Jaipur |
| **23.04.25**  **Wednesday** | I & II | Understanding e-Governance, Overview of Central Mission Mode Projects, (MMPs), State MMPs and integrated MMPs, e-Office, eHRMS- Manav Sampada | Shri I. D. Variyani, Sr. Director (Tech.) NIC, Jaipur |
| III&IV | Working in a Team, Concept of team spirit, Team Building process, techniques related to peer teams and executive teams, encouraging brainstorming, building consensus, team conflicts and conflict resolution. | Dr. Anil Mehta, Professor of Management, Deptt. of Legal Studies, Vanasthali Vidhyapith, Jaipur |
| **24.04.25**  **Thursday** | I | Learning how to manage role change- expectations from SAO, Professional and Tactful conduct. | Shri Ramawatar Sharma, AG (Audit-II) Rajasthan and PD, RCB&KI, Jaipur. |
| II | Understanding the Global environmental crisis–Global warming, Climate change, Habitat loss, etc. | Dr. Dharmendra, Consultant  At UNICEF, Jaipur |
| III&IV | **Field Trip** |  |
| **25.04.25**  **Friday** | I & II | Understanding the Environmental Governance tools–Management of different kinds of pollution including air pollution, water pollution, waste management, conservation of forests etc. | Ms. Soni Kulshreshtha,  Associate Professor and HoD  Law Department, Manipal University Jaipur |
| III | Governance, Risk Management and Compliance (GRC)–an organization’s approach to reliably achieve objectives, address uncertainty and act with integrity. | Sh. Piyush Dhallaiya, CA |
| IV | **End Course Assessment, Feedback & Valediction** | Course Director  **Pr. Director, RCB&KI, Jaipur** |

**S K Jain**

**Course Director**

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