

Day	Session No.	Session Time	Topic	Faculty
2026-02-16, Monday	Session 1	10:15 - 11.30	Introduction to General Administration & Establishment. : Introduction to General Administration & Establishment.	Mr. Rajesh Kumar Maheshwari, Senior Audit Officer
	Session 2	11:45 - 13.00	Internal Audit in IA&AD : Internal Audit in IA&AD	Mr. Rajeev Maheshwari, Assistant Accounts Officer
	Session 3	14.00 - 15.15	Hindi-Raj bhasha-Implementation in Govt.Offices, Hindi Noting &Drafting, Hindi inTechnology & Digital Platforms. : Hindi-Raj bhasha-Implementation in Govt. Offices, Hindi Noting &Drafting, Hindi in Technology & Digital Platforms.	Mr. Wazir Singh, Assistant Director (Official Language)
	Session 4	15.30 - 16.45	e-Procurement : e-Procurement	Mr. Rajneesh Sharma, Senior Audit Officer
2026-02-17, Tuesday	Session 1	10:15 - 11.30	Disciplinary Proceedings : Disciplinary Proceedings	Mr. Arvind Agrawal, Assistant Audit Officer
	Session 2	11:45 - 13.00	Legal matters handled in IA&AD & LIMBS : Legal matters handled in IA&AD & LIMBS	Mr. Arvind Agrawal, Assistant Audit Officer
	Session 3	14.00 - 15.15	RTI Act Various Provisions including quiz onRTI provisions. : RTI Act Various Provisions including quiz on RTI provisions.	Mr. Anupam Agarwal , Advocate
	Session 4	15.30 - 16.45	Seniority & Promotion : Seniority & Promotion	Mr. Brij Kishore Sharma-I, Senior Audit Officer
2026-02-18, Wednesday	Session 1	10:15 - 11.30	Human Resource Management : Human Resource Management	Mr. Rajesh Kumar Maheshwari, Senior Audit Officer
	Session 2	11:45 - 13.00	Performance evaluation & Management, APAR : Performance evaluation & Management,	Mr. Rajesh Kumar Maheshwari, Senior Audit Officer
	Session 3	14.00 - 15.15	Holistic & Neuroplasticity Wellbeing : Holistic & Neuroplasticity Wellbeing	Dr. Aanya Bora , Director
	Session 4	15.30 - 16.45	End-course assessment, Feedback &Valediction : End-course assessment, Feedback & Valediction	