



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute,
Jaipur

MCTP LEVEL 3
16.10.2023 to 21.10.2023

Training Schedule

SESSION TIMINGS		NON-SESSION TIMINGS	
I 10:15 AM to 11.30 AM II 11:45AM to 1:00 PM III 02:00 PM to 03.15 PM IV 03:30 PM to 4.45 PM		11.30 AM to 11.45 AM; 1.00 PM to 2.00 PM; 03.15 PM to 03.30 PM	
Date	Session	Topic	Faculty Sh./Ms.
		Course inauguration at 10.00 am by PD, RTI	
16.10.23 Monday	I & II	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
	III	Revenue – Sources of Revenue; Characteristics of a good tax system	Ms. Swati Batra, Asst. Prof., UoR, Jaipur
	IV	Public expenditure – Principles, Types and Effects of Public Expenditure, Fiscal Responsibility and Budget Management (FRBM) Act	Ms. Swati Batra, Asst. Prof., UoR, Jaipur
17.10.23 Tuesday	I&II	Governance, Risk Management and Compliance (GRC) – an organization’s approach to reliably achieve objectives, address uncertainty and act with integrity	Sh. Piyush Dhallaiya, CA
	III	Time and Stress Management; Maintaining a work life balance	Sh. Anil Mehta, Retd. Professor
	IV	Internal Controls, Fraud and Forensics	Sh. P K Jain, Core Faculty, RTI, Jaipur.
18.10.23 Wednesday	I	Effective communication with internal and external stakeholders, Advanced and job specific written communication skills, presentation skills	Dr. Nitin Saraswat
	II, 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	Sh. Abhishek Arora
19.10.23 Thursday	I & II	Understanding the Environmental Governance tools – Management of different kinds of pollution including air pollution, water pollution, waste management, conservation of forests etc.	Dr. Harish Samaria, Sr. Consultant, Disaster Management, Relief & Civil Defence Deptt. GoR.
	III & IV	Field Trip	

20.10.23 Friday	I	Management of Government Finances – Fiscal health of Union and States	Ms. Swati Batra, Asst. Prof., UoR, Jaipur
	II	Learning how to manage role change – expectations from SAO, Professional and Tactful conduct	Sh. Subodh Agarwal, Sr. AO
	III & IV	Understanding e-Governance, Overview of Central Mission Mode Projects (MMPs), State MMPs and integrated MMPs, e-Office, eHRMS - Manav Sampada	Sh. Vijay Prakash, Joint Director, DoIT, Rajasthan
21.10.23 Saturday	I	Understanding the Global environmental crisis – Global warming, Climate change, Habitat loss, etc.	Sh. Mehul Grover, Director, iCED
	II	Stakeholder Engagement – Major Stakeholder management, Leverage Stakeholder Relationship	Sh. Ramawatar Sharma, PD, RCB&KI, Jaipur
	III	Auditing in IT Environment, Data Analytics in audit, Concept of Remote audit	Sh. Puneet Sharma, Core Faculty, RTI Jaipur
	IV	Feedback & Valediction	Principal Director, RCB&KI, Jaipur