

**REGIONAL TRAINING INSTITUTE, SHILLONG**

**Mid – Career Training Programme (MCTP Level – 1) for newly promoted AAOs/SAS passed officials and Newly promoted Supervisor w.e.f 14.11.2022 to 19.12.2022**

<b>SESSION TIMINGS</b>	<b>NON-SESSION TIMINGS</b>
<b>I – 10:00 AM to 11:15 AM</b>	<b>Tea Break: 11:15 to 11:30 am</b> <b>Lunch Break: 12:45 to 01.45 pm</b> <b>Tea Break:3:00 to 3:15 pm</b>
<b>II – 11:30 AM to 12:45 PM</b>	
<b>III- 01.45 PM to 3:00 PM</b>	
<b>IV- 3:15 PM to 4:30 PM</b>	

<b>DAY/ DATE</b>	<b>Session</b>	<b>TOPIC</b>	<b>FACULTY S/Shri/Smt.</b>
DAY 1 14.11.2022 Monday		<b>Inauguration and Course Briefing</b>	
	I	Inauguration, preface to the six weeks Induction Training and self-introduction	<b>Principal Director / RTI Shillong</b>
	II	Mandate of SAI India and constitutional provisions	T.G Wanniang, CF/RTI
	III&IV	Accountability and Ownership, Ownership In Action, Own Your Career, Communication	Ms. Gracel W Syiemiong, Asst. Professor Bachelor of Business Administration Dept. St. Anthony's College
DAY 2 15.11.2022 Tuesday	I	Roles and responsibilities, Professional growth in the department (Departmental Examinations)	Thomas Sebastian, CF/RTI
	II	Integrity	Ms. Erica Mary Jyrwa, Asst. Professor English Dept. St. Anthony's College
	III&IV	Overview of Financial auditing, Financial Statements Case Studies on Financial Auditing (based on audit reports)	T.G Wanniang, CF/RTI
DAY 3 16.11.2022 Wednesday	I & II	Listening Skill, Asking Questions, Speaking with conviction	Joseph L Shylla, Asst. Professor, English Dept. St. Anthony's College
	III&IV	Team Player – Working closely with the group and how to lead the team	Shri. Frederick A Lamare, Associates Professor & HoD Dept. of Zoology St. Anthony's College
DAY 4 17.11.2022 Thursday	I	Negotiation	Shri. Wencesl B K Khylllep, Asst. Professor, Business Administration Dept. St. Anthony's College
	II	An overview on Goods and Services Tax (GST)	A.M Paul, (Rtd) Asst. Commissioner, CGST Shillong
	III&IV	Commitment, Dilemmas of Commitment	Shri. Aibankit L Warjri, Associate Professor & HOD Business Administration Dept. St. Anthony's College
DAY 5 18.11.2022 Friday	I	Enthusiasm	Shri. Albert Nongrum, Asst. Professor, Value Education Dept. St. Anthony's College
	II & III	Statistical Sampling, Classification of data, Types and Techniques	T.G Wanniang, CF/RTI
	IV	<b>Evaluation Test</b>	<b>Thomas Sebastian, CF/RTI</b>

DAY/ DATE	Session	TOPIC	FACULTY S/Shri/Smt.
Day 6 19.11.2022 Saturday	I & II	Assertiveness, Time management	Dr. Damanbha Lyngdoh, Asst. Professor, Dept. of Zoology St. Anthony's College
	III&IV	Email Writing, Online Meetings	R.L Gangte, CF.RTI
Day 7 21.11.2022 Monday	I	Drafting Skills Noting & Drafting (Ordinary letter,DO letter, Circulars, UOs, OMs etc.,)	T.G Wanniang, CF/RTI
	II	Drafting of Audit Observations during field audit with case studies	T.G Wanniang, CF/RTI
	III	Report Writing	Faculty from AG (Au) Meghalaya
	IV	Transparency	TG Wanniang, CF/RTI
Day 8 22.11.2022 Tuesday	I & II	Gender Sensitization	Dr. Wandinecea Tariang, Asst. Professor NEHU
	III	Emotional Intelligence	Ms. Arlene M B Kharnongrum, Asst. Professor, Value Education Dept. St. Anthony's College
	IV	Execution Excellence	Shri. Frederick A Lamare, Associate Professor & HoD Dept of Zoology St. Anthony's College
Day 9 23.11.2022 Wednesday	I	Cost and Management Accounting, Marginal costing & Break Even Analysis	Baburam Upadhya, Associate Professor & HOD Shillong Commerce College
	II	Indian Fiscal Policy, Principles of Taxation in India	S. Umdor, Professor NEHU
	III&IV	Fixed mindset Vs Growth Mindset – (Fixed mindset our character, intelligence, and creative ability are static, avoids challenges and failure; Growth mindset-thrives on challenges and sees failure as springboard for success and growth)	<b>Susana Khongwir, Life Coach Trainer/ Counsellor</b>
Day 10 24.11.2022 Thursday	I & II	IT Audit - Big Data Analytics, Application of Sampling in IT Audit	R.L Gangte, CF/RTI
	III	Compliance Auditing with case studies	T.G Wanniang, CF/RTI
	IV	<b>Evaluation Test</b>	<b>Thomas Sebastian, CF/RTI</b>
Day 11 25.11.2022 Friday	I	Overview of Corporate Law and Commercial Laws	Shyam Chettri, Chartered Accountant
	II	Social Media	Dr. Rajani Karki Chhetri, Asst. Professor, Dept. of Mass Media St. Anthony's College
	III&IV	Conflict Resolution	Shri. Auswyn Winter Japang, Asst. Professor, English Dept. St. Anthony's College
Day 12 26.11.2022	I	Data Visualisation	R.L Gangte, CF/RTI
	II	Presentation Skills	T. G Wanniang, CF/RTI

DAY/ DATE	Session	TOPIC	FACULTY S/Shri/Smt.
Saturday	III	General Awareness about National e-Governance Plan (NeGP), Security Threats of data	NIC, Shillong
	IV	What is hacking, measures to secure data	NIC Shillong
Day 13 28.11.2022 Monday	I & II	How to deal with Right to Information Act cases with case studies	Thomas Sebastian, CF/RTI
	III&IV	Environment Consciousness	Ms. Dayomika Rhoda Kharsyntiew, Asst. Professor, Dept. Environmental Science St. Anthony's College
Day 14 29.11.2022 Tuesday	I	Hierarchy and Protocol, Reporting hierarchy structure	O/o the AG (A&E) Meghalaya
	II	Change Management	Shri. David F Marbaniang, Associate Professor, Bachelor Business Administration Dept. St. Anthony's College
	III&IV	Vigilance and Legal cases with case studies	O/o the PAG (Au) Meghalaya
Day 15 30.11.2022 Wednesday	I & II	Discipline	Thomas Sebastian, CF/RTI
	III	Disciplinary cases with case studies	Thomas Sebastian, CF/RTI
	IV	<b>Evaluation Test</b>	<b>Thomas Sebastian, CF/RTI</b>
Day 16 01.12.2022 Thursday	I	What is Outcome Audit	Faculty
	II & III	Sampling techniques and Evidence collection for Outcome Audits	O/o the PAG (Au) Assam
	IV	Reporting Outcome Audits	
Day 17 02.12.2022 Friday	I & II	Supervisory skills, Rapport building	O/o the PAG (Au) Tripura
	III&IV	Diversity & Inclusion	Shri. David F Marbaniang, Associate Professor, Bachelor Business Administration Dept. St. Anthony's College
Day 18 03.12.2022 Saturday	I & II	Government Accounting Budget Estimates, Revised Estimates	Thomas Sebastian, CF/RTI
	III&IV	Appropriation Accounts, Transfer Entries, Demands for Grants	Thomas Sebastian, CF/RTI
Day 19 05.12.2022 Monday	I & II	Networking – Sharing of knowledge, expertise, official information	NIC Shillong
	III&IV	Criticism and how to deal with it along with activities	Ms. Arlene M B Kharnongrum, Asst. Professor, Value Education Dept. St. Anthony's College
Day 20 06.12.2022 Tuesday	I	Role change & leading by example with activities	Ms. Daphilatngen Kharmujai, Asst. Professor, Dept. of English St. Anthony's College
	II & III	Stress management	<b>Dr. Anamika Upadhaya, Faculty, Art of Living</b>
	IV	<b>Evaluation Test</b>	<b>Thomas Sebastian, CF/RTI</b>

DAY/ DATE	Session	TOPIC	FACULTY S/Shri/Smt.
Day 21 07.12.2022 Wednesday	I & II	Computer Assisted Audit Techniques (CAATs)MS-Excel as audit tool – Advanced features	R.L Gangte, CF/RTI
	III&IV	Positive Approach	Dr. Rajani Karki Chhetri, Asst. Professor, Dept. of Mass Media St. Anthony's College
Day 22 08.12.2022 Thursday	I & II	Computer Assisted Audit Techniques (CAATs) Interactive Data Extraction and Analysis (IDEA) –An introduction to IDEA – Extraction and Analysis	Faculty O/o the PAG (Au) Assam
	III&IV	Public Debt Management	Thomas Sebastian,CF/RTI
Day 23 09.12.2022 Friday	I & II	CAG Audit Regulations	Manish Dey, CF/RTI
	III&IV	Drafting of Audit Paras for inclusion in CAG's Report	T. G Wanniang, CF/RTI
<b>10.12.2022 (Second Saturday)</b>			
Day 24 12.12.2022 Monday	I & II	Decision making	Shri. Wencesl B K Khylllep, Asst. Professor, Business Administration Dept. St. Anthony's College
	III	An overview of Tableau features	R.L Gangte, CF/RTI
	IV	Financial powers and Delegation of Financial Powers	Thomas Sebastian,CF/RTI
Day 25 13.12.2022 Tuesday	I	Government Accounting Standards and Role of GASAB	Thomas Sebastian,CF/RTI
	II & III	Financial Attest Audit Guidelines (Government Accounts)	T. G Wanniang, CF/RTI
	IV	<b>Evaluation Test</b>	<b>Thomas Sebastian,CF/RTI</b>
Day 26 14.12.2022 Wednesday	I	Ethics in Public Governance	Thomas Sebastian,CF/RTI
	II	Code of Ethics –CAG office	Thomas Sebastian,CF/RTI
	III&IV	Central Public Works Accounts Code	H.P Singh, CF/RTI
Day 27 15.12.2022 Thursday	I & II	Introduction to VLC and How to extract data from theVLC database	Faculty O/o the AG (A&E) Meghalaya
	III&IV	<b>Visit to State Treasury</b>	<b>Thomas Sebastian,CF/RTI</b>
Day 28 16.12.2022 Friday	I & II	Environment Auditing with case studies	Faculty O/o the PAG (Au) Assam
	III&IV	Use of GIS and Remote Sensing in conducting Environment Audits & Performance Audits	
Day 29 17.12.2022 Saturday	I, II, III	Performance Auditing – selection of topics, preparation of Audit Design Matrix	T. G Wanniang, CF/RTI
	IV	Sharing expertise by SeniorOfficers	O/o the AG (A&E) Meghalaya
Day 30 19.12.2022 Monday	I	Audit of Autonomous bodies	T. G Wanniang, CF/RTI
	II & III	Audit of Urban Local Bodies(ULBs) & PanchayatiRaj Institutions (PRIs)	Faculty O/o the PAG (Au) Assam
	IV	<b>Evaluation Test &amp; Valediction</b>	<b>Principal Director</b>