

 <p>SUPREME AUDIT INSTITUTION OF INDIA लोकहितार्थं सत्यमिष्टा Dedicated to Truth in Public Interest</p>	<p>क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर Regional Capacity Building and Knowledge Institute, Jaipur</p>
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MCTP LEVEL - 2
18.12.2023 to 23.12.2023

Training Schedule			
SESSION TIMINGS		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		I 10:15 AM to 11.30 AM II 11:45 AM to 1:00 PM III 02:00 PM to 03.15 PM IV 03:30 PM to 4.45 PM	
Date	Session	Topic	Faculty Sh./Ms.
18.12.23 Monday	I & II	My values, our values and community values; alignment with organizational values	Dr. Vandana Choudhary, Psychologist
	III	Effective communication with internal and external stakeholders; Verbal and Non-verbal communication; Social skills and etiquette; Active listening skills, etc.	Dr. R. K. Choubisa, Professor (Retd.)
	IV		
19.12.23 Tuesday	I, II & III	Group dynamics, Concept and functions, Theories, Group Development & Group Forming, Social Influence in Groups, Group thinking, Group problems/conflicts and appropriate strategies for their resolution	Dr. Neha Chaturvedi, Asst. Professor
	IV	Public Finance, Principles of Public Finance, Union Budget and its components	Dr. Swati Batra, Asst. Professor
20.12.23 Wednesday	I	Basics of environment and sustainable development	Sh. P.S. Kanawat, Sr. DAG
	II	Motivation, Motivational theories of Maslow, Herzberg etc.	Sh. P.S. Kanawat, Sr. DAG
	III & IV	Motivation, role of personality in motivation, motivating and demotivating factors, Addressing Specific Morale Issues	Dr. Anil Mehta, Professor (Retd.)
	I	Financial Markets and Capital Markets; Forms of borrowing from Financial Institutions	Manish Kumar Sharma, Chartered Accountant & Advocate

21.12.23 Thursday	II	Personal Ethics, Professional Ethics, Code of Ethics	Ms. Archana Gurjar, AG (Audit-II), Rajasthan
	III & IV	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Sh. Mehul Grover, Deputy Director, iCED, Jaipur
22.12.23 Friday	I & II	Overview of Information Technology (IT) System; Risks in IT Environment, Cyber Security, IT Act 2008, Indian Computer Emergency Response Team (CERT-In); Leveraging the entity's IT System and data in audit	Sh. Vinod Sencha, Core Faculty, RCB&KI, Jaipur
	III & IV	Field Trip	
23.12.23 Saturday	I & II	Gender Sensitization, Concepts of gender, stereotyping and its impact, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013	Dr. Meenakshi Khangarot, Associate Professor
	III	Adopting the Big Data approach, IAAD Big Data Policy and guidelines	Sh. Puneet Kumar Sharma, Core Faculty, RCB&KI, Jaipur
	IV	Feedback & Valediction	PD, RCB&KI, Jaipur