Programme of MCTP level 2: for AAOs with 7 years of qualifying service in the grade (from 02.09.2024 to 07.09.2024)

SESSION	TIME	CONTENT	NAME of FACULTY
		02.09.2024 -Monday	
	10.10 AM	**Inauguration**	By PD, RCB&KI Jaipur
I & II	**10.15 AM to 11.30 AM and 11.45 AM to 1.00 PM**	My values, our values and community values; alignment with organizational values	Dr. Vandana Choudhary
III	**2.00 PM to 3.15 PM**	Financial Markets and Capital Markets; Forms of borrowing from Financial Institutions	Ms. Monica Mathur, Ass. Professor, Manipal University
IV	**3.30 PM to 4.45 PM**	Public Finance, Principles of Public Finance, Union Budget and its components	Ms. Monica Mathur, Ass. Professor, Manipal University
		03.09.2024-Tuesday	
I and II	**10.15 AM to 11.30 AM and 11.45 AM to 1.00 PM**	Gender Sensitization, Concepts of gender, stereotyping and its impact, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013	Ms. Kanchan Mathur, Professor
III & IV	**2.00 PM to 3.15 PM and 3.30 PM to 4.45 PM**	Effective communication with internal and external stakeholders; Verbal and Non-verbal communication; Social skills and etiquette; Active listening skills, etc.	Shri Ramawatar Sharma, IAAS PD, RCB&KI, Jaipur
		04.09.2024-Wednesday	
I and II	**10.15 AM to 11.30 AM and 11.45 AM to 1.00 PM**	Motivation, Motivational theories of Maslow, Herzberg etc. Role of personality in motivation, motivating and demotivating factors, Addressing Specific Morale Issues	Dr. Anil Mehta, Professor RA Poddar Institute of Management
III	**2.00 PM to 3.15 PM**	Overview of Information Technology (IT) System, Risks in IT Environment, Cyber Security.	Shri Vinod Sencha, EDP Faculty, RCB&KI, Jaipur
IV	**3.30 PM to 4.45 PM**	Personal Ethics, Professional Ethics, Code of Ethics	Ms. Archana Gurjar, IAAS

			AG (Audit-II), Rajasthan
		05.09.2024-Thursday	
I and II	**10.15 AM to 11.30 AM and 11.45 AM to 1.00 PM**	IT Act 2008, Indian Computer Emergency Response Team (CERT-In); Leveraging the entity's IT System and data in audit. Adopting the big data Approach, IAAD big data policy and guidelines.	Shri Vinod Sencha, EDP Faculty, RCB&KI, Jaipur
III	**2.00 PM to 3.15 PM**	Holistic Well being	Shri. Puneet Chaturvedi, Ass. Professor, NIA Jaipur
IV	**3.30 PM to 4.45 PM**	Group Activities by participants	All RCB&KI faculties
	4.45 PM onwards	Cultural/Extra-curriculum activities by participants	All RCB&KI faculties
		06.09.2024-Friday	
I and II	**10.15 AM to 11.30 AM and 11.45 AM to 1.00 PM**	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, RA Poddar Institute of Management, Jaipur
III and IV	**2.00 PM to 3.15 PM and 3.30 PM to 4.45 PM**	**Local Field Visit**	Meteorological Centre Jaipur
		07.09.2024-Saturday	
I	**10.15 AM to 11.30 AM**	Basics of environment and sustainable development	Dr. Vivekanand, Astt. Professor, MNIT, Jaipur
II and III	**11.45 AM to 1.00 PM and 2.00 PM to 3.15 PM**	Introduction to the 2030 agenda for Sustainable Development and the Sustainable Development Goals (SDGs)	Sh. Mrinal Chawla, IAAS
IV	**3.30 PM to 4.45 PM**	Evaluation, Feedback & Valediction	By PD, RCB&KI Jaipur

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