



State Institute for Urban Development

ATI, Campus LalithaMahal Road, Mysore -11

Tel:0821-2520116/163, Fax: 0821-2520164.

website: www.siudmysore.gov.in, E-mail: directorsiud@yahoo.co.in

Training Programme

On

Orientation programme for the functionaries of newly upgraded Urban Local Bodies of Karnataka

Target Group: FDAs and SDAs

Date: 15.11.2016 to 16.11.2016 (02 Days)

Venue: Training Hall, Netravati Hostel, SIUD, Mysuru

Course Coordinator

Smt. Geetha. A

Faculty, Urban Planning & Transport Cell, SIUD, Mysore

Cell No: 9481186809

Assistant:

Sri. Kaleem

Research Assistant, SIUD, Mysore

Cell No: 94480 88886

Break

Tea Break : 11.30 - 11.45

Lunch Break : 01.45 - 02.30

Tea Break : 03.30 - 03.45

Introduction

Based on the census 2011, several villages have been upgraded into urban areas. On becoming urban areas, the policies, programmes and functioning of these bodies undergo a drastic change. Development of smaller urban areas is necessary for sustainable development and to avoid concentration of population and employment generating activities in larger urban areas. Unless concerted efforts are made at the initial stages itself to plan and provide for services, managing development becomes challenging at later stages. In this context, orientation program has been planned for functionaries of newly upgraded ULBs, to sensitize on the process to be adopted for development of smaller urban areas, as also develop and adopt effective administrative processes that help in improved functioning.


Aim:

To sensitize the functionaries of newly upgraded urban local bodies regarding the policies and processes to be adopted for sustainable development and effective office management of newly upgraded/ converted urban areas.

Objectives:

To enable participants to:

- List out the differences in rural and urban development
- Explain the roles and responsibilities of office staff (FDA/SDA) in urban local bodies
- Explain the office procedure
- Describe Karnataka Civil Services Rules
- List the record management processes

DAY	TIME	CONTENT	RESOURCE PERSON
Day 1 – 15-11-2016			
Session 1	9.30 – 10.00 10.00 – 10.30	Registration Inauguration Objectives of the Course, eliciting expectations	Course Assistant Director, SIUD Course Director
Session 2	10.30 – 11.30	Implications of upgradation of rural into urban areas – <i>Differences between rural and urban development</i> – <i>Policies, programmes and functions; comparative analysis of 73rd & 74th CAA</i>	Smt. Geetha A Faculty, SIUD Mysore Mob: 9449281809
11.30 – 11.45 Tea break			
Session 3&4	11.45 - 01.45	e-Reforms	Smt Beena IT Staff, MCC Mob: 9449841207
01.45 – 02.30 Lunch break			
Session 5&6	02.30 – 04.30	KCS and Service Matters, RTI	Shri. Malleshwarappa (Rtd) Principal, DTI, Bangalore Mob: 9902203182
Day 2 – 16-11-2016			
Session 1&2	09.30 – 11.30	Office Procedure (Roles and Responsibilities of FDAs and SDAs, File maintenance)	Thandavamurthy Vice Principal, DTI, Mysuru Mob:
11.30 – 11.45 Tea break			
Session 3&4	11.45 – 01.45	Preparation and Maintenance of SR	Shri Dharmalinga Modalayar Principal DTI, Mysore(Rtd) Mob: 9686102416
01.45 – 02.30 Lunch break			
Session 5&6	02.30 – 03.30	Roles and Responsibilities of FDAs and SDAs, File maintenance	Dr. B S Shankar Faculty, SIUD, Mysuru.
	03.45 onwards	Evaluation and Valedictory Preparation and Maintenance of SR	Director, SIUD Course Coordinator
Sd/-  Course Coordinator			