

METROWATER TRAINING CENTRE  
Calendar of Training Programmes for the year 2016-17

Sl. No	Code No	Module Title	Duration in Days	2016								2017		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
<b>I. Technical Courses</b>														
<b>1. Operation &amp; Maintenance Module</b>														
1	TS01	O&M Concepts and Principles	1	13							15			
2	TS02	Concepts & Principles involved in rerouting for major works & Trenchless Technology	1		18		26							
3	TS04	Record Maintenance	1		13								30	
4	TS05	O&M of Desalination Plants	2			9-10		4-5						
5	TT06	Safety Practices in Handling Equipments	1			20		29						
6	TS06A	O&M of Sewerage Systems	7	21-29	19-27		14-22	16-24		19-27	3-11	1-9		13-21
7	TS06B	O&M of Sewage Treatment Plants	7			16-24			15-23					16-24
<b>2. Water Quality Module</b>														
8	TS07	Water Quality Assurance & Monitoring	1		2							13		
9	TS08	Rain Water Harvesting	1				11					14		
10	TS09	Management of Monsoon/Drought	1		3						14			
<b>3. Sewage Disposal Module</b>														
11	TS10	Design and Maintenance of Sewer & Water System	2		10-11									
12	TS12	Computer Aided Design on STP&WTP/ SCADA	2						6-7					
13	TS13	Safety Practices in Sewage and Septage Management	1		6		1							
<b>II. Management Courses</b>														
14	<b>4. Project Management Module</b>													
15	TM 01	Materials Management	1							6			23	
16	TM 02	Contracts Management	1		16					3				
17	TM 03	Works Management System	2				28-29			13-14				

TM-Technical Management  
TS-Technical Supervisor

GM-General Management  
FM-Financial Management

TT-Technical Thozhilali  
CP-CPHEEO Sponsored Courses

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18	TM 03A	Integrated Project Management	3			1-3		8-10							
19	TM 03B	Procurement & Quality Testing	1		12								24		
20	TM 03C	Selection of Mechanical and Electrical Equipments for WSS/UGSS/DSP	1				6		9						
21	TM03D	Environmental Impact Assesment	1			8					1				
<b>5.Human Resource Development Module</b>															
22	GM01	Human Resource Development	1				27				2				
23	GM02	Yoga & Stress Management	1					19	29						
24	GM03	Introduction to RTI Act	2			14-15				4-5					
25	GM04	Legal Issues & Handling Court Cases	1		5					17					
26	GM05	Service Regulations of CMWSSB & Maintenance of Service Register	1		9								2		
27	GM 06	Planning for Retirement				23							4		
<b>6.Finance Management and Information Technology Module</b>															
28	FM01A	Oracle Projects	1	11			5						3		
29	FM01B	Oracle General Ledger	1			7		30							
30	FM01C	Oracle Inventory	1	5		28					18	15			
31	FM01D	Oracle Purchase	1			29		2							
32	FM01E	Billing and Collection	1	12			25						16		
33	FM01F	B&C Transcations	1			21		3			17				
34	FM01G	Pay Roll	1		17			22							

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35	FM01H	GPF	1		31	6			2						
36	FM01 I	Pension	1			13		23			21				
37	FM01 J	Oracle Payables	1	6			12		15						2
38	FM 01 K	Bank Reconciliation Statement	1			22			14						
39	FM 01 L	Concept of Information Technology	1	4	30				26						
40	FM 01 M	New Water/ Sewer Connections	1				4					26			
41	FM 01 N	Complaints Monitoring	1		18	27		31							1
42	FM 01 O	GIS	1					11				27			
43	FM 01 P	MS Word	1	7	4		13		8						
44	FM 01 Q	MS Excel	1	20		30									15
45	FM 01 R	MS Power Point	1		19				16					3	
46	FM 01 S	Updataion of Website	1							19				1	
47	FM 01 T	Auto CAD	5						19-23						6-10
<b>CPHEEO - Sponsored Courses</b>															
48	CP01	Corrosion Control	5								23-29				
49	CP02	Sewage Works Supervisors	10									19-30			
50	CP03	Care & Use of Chlorinators	5										5-11		
51	CP04	Filter Operation	7											2-10	
52	CP05	Laying of Water Mains & Sewer Lines	5											22-28	