

**INDIAN AVIATION ACADEMY**  
(NIAMAR Society)  
Gurgaon Road, New Delhi - 110037  
Training Calendar 2016 - 2017

S. No.	Programme	Level of Participants	Scheduled dates	Room No.	Course Coordinator
APRIL, 2016	Orientation Programme (Tier-1)	Newly recruited JETs/ MGR of HR Discipline	4 - 29 April, 2016	1	Ms. Santosh Singh
	AVSEC Air Cargo	Airlines / Airport Operators / Cargo Agents / BCAS	4 - 11 April, 2016	5	Mr. A.K. Chaturvedi
	Initial / Induction Training for AWOs		4 April - 30 June 2016	2	Ms. Ruchika Gupta
	Airside Management(Annex-14) Refresher	Jr. Executives(Ops.) to Sr. Manager (Ops.)	4 - 8 April, 2016	3	Mrs. Aman Saini
	Hindi Workshop	Executives from all disciplines [DGM and above]	08 April 2016	4	Ms. Santosh Singh
	Training on Airport / Aerodrome Standards		12 - 13 April 2016	3	Ms. Ruchika Gupta
	Finance for Non Finance	Executives ( for all others than Finance Discipline)	25-27 April, 2016	4	Mr. Surender Paul
	Pavement Design & PCN Evaluation	Executives from Civil/Structure Engg. (AM to GM)	26-29 April, 2016	5	Mr. P.C. Joshi
	Basic Airport Operation Course	Asstt. Manager (Ops.) / JE (Ops) (Fresh appointment) / Officer who have not undergone this course)	2 May to 24 June 2016	5	Mrs. Aman Saini
	AVSEC Instructors Course	ASG / Airlines / AAI / BCAS	2-10 May, 2016	3	Mr. A.K. Chaturvedi
MAY, 2016	HR for non-HR Executives	Executives from all disciplines [Junior Executive and above]	9-13 May, 2016	4	Ms. Santosh Singh
	E & M Installations in Terminal Buildings	Executives from Plg. & Engg.(JE to Jt. GM)	10-13 May, 2016	1	Mr. S.K. Singh
	AVSEC Supervisors	ASG / Airlines / AAI / BCAS	11-20 May, 2016	3	Mr. A.K. Chaturvedi
	RTI Act	(CPIO & FAA)	20 May, 2016	1	Ms. Santosh Singh
	MS Office / Internet / Intranet	Delhi Based Officers/Staff	23-27 May, 2016	6	Mr. C.P. Dwivedi
	Training on Material Management		23-27 May, 2016	4	Mr. C.S. Fonia
	Works & Accounts	Executives from Engg. & Finance (JE to Jt. GM)	24-27 May, 2016	1	Mr.P.C. Joshi
	Women Development (Delhi based)	Women Official from all disciplines	26 - 27 May 2016	3	Ms. Santosh Singh
Crew Course	NSOPs/ Regional Airlines	06-13 June, 2016	6	Mr. A.K. Chaturvedi	

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JUNE, 2016	Air Cargo Management	(Jr.Ex. and above deployed for cargo operations)	06-10 June, 2016	3	Mr. R.S. Patwal
	Executive Development Programme	Executives from all disciplines [Junior Executive and above]	6-10 June 2016	1	Ms. Santosh Singh
	Orientation Programme for JET & Manager (Technical)		6-17 June 2016	4	Mr. C.S. Fonia
	Ref. Course-Plg & Engg	All Executives from Plg. & Engg.	14-17 June, 2016	1	Mr. S.K. Singh
	Auditors Course	ASG / Airlines / AAI / BCAS	20-28 June 2016	4	Mr. A.K. Chaturvedi
	Safety Management System in Civil Aviation		20 - 30 June, 2016	3	Ms. Ruchika Gupta
	Earthquake Awareness(Delhi Based)	Officials of all disciplines	21 June, 2016	1	Mr. P.C. Joshi
	Ab-initio Course for JET/AM (Electronics / Communication /IT)	Jr. Ex./AM(Electronics /Communications / IT )	20-24 June 2016	6	Mr. C.P. Dwivedi
	Planning for Retirement	Executives from all disciplines (retiring within one year)	22-24 June 2016	1	Ms. Santosh Singh
	Ref. Course for Engineers	Executives from Civil/Elect./Structure Engg. (AM to AGM)	11-15 July, 2016	1	Mr. P.C. Joshi
JULY, 2016	Commercial Management	Jr.Ex. to Jt.G.M. dealing with commercial matters	11-13 July, 2016	4	Mr. R.S. Patwal
	AVSEC Management Course	ASG / Airlines / AAI / BCAS	11-21 July 2016	3	Mr. A.K. Chaturvedi
	Hindi Workshop	Executives from all disciplines [Junior Executive to AGM]	14-15 July 2016	5	Ms. Santosh Singh
	AVSEC Instructors Refresher Course	ASG / Airlines / AAI / BCAS	14-15 July 2016	4	Mr. A.K. Chaturvedi
	Electronics systems in Terminal Building	JET/AM(Electronics/Communication/IT)	18-22 July 2016	6	Mr. C.P. Dwivedi
	Wildlife Hazard Control Management (Part-I)	JET/AM / Managers (Operations, Aviation Safety, ATC, Civil (E)	18-22 July 2016	1	Mrs. Aman Saini
	Recurrent Training for AWOs		18 - 29 July, 2016	3	Ms. Ruchika Gupta
	HR for HR Executives	Executives from HR disciplines [Junior Executive and above]	25-29 July 2016	1	Ms. Santosh Singh
	AVSEC Supervisors	ASG / Airlines / AAI / BCAS	1 - 10 August, 2016	3	Mr. A.K. Chaturvedi

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AUGUST, 2016	Recurrent Training for AWOs		1 - 12 August, 2016	2	Ms. Ruchika Gupta	
	Management Development Programme (Tier II)	Executives at the level Mgr, Sr. Mgr., AGM & GM(HR)- HR Discipline	Jt.	3-5 August, 2016	1	Ms. Santosh Singh
	Computer & Peripheral Hardware	AM/M/SM(Electronics/Communication/IT)		8 - 12 August, 2016	6	Mr. C.P. Dwivedi
	Dangerous Goods Regulations (Basic)	Staff & Officers from Cargo/Security & Fire discipline		08-13 August, 2016	4	Mr. R.S. Patwal
	Contract Law, Arbitration & Conciliation Act.	Executives from Engg./Land/Comml./Cargo/Law/ HR disciplines (AM to GM)		09-12 August, 2016	1	Mr. P.C. Joshi
	AAI - ECDA Regulations / Domestic Enquiry	Executives from all disciplines [Junior Executive and above]		10 - 12 August, 2016	5	Ms. Santosh Singh
	Wildlife Hazard Control Management (Part II)	Sr. Managers / AGM/DGM (Operations, Aviation Safety, ATC, Civil (E))		22 - 24 August, 2016	4	Mrs. Aman Saini
	AVSEC Auditors Refresher Course	ASG / Airlines / AAI / BCAS		22 - 23 August, 2016	5	Mr. A.K. Chaturvedi
	Right To Information Act	CPIO & FAA		26 August, 2016	1	Ms. Santosh Singh
	Green Field Airports -Navigational Aid Parameters	All Executives from Plg. & Engg.		29-31 August, 2016	1	Mr. S.K. Singh
SEPTEMBER, 2016	Crew Course	NSOPs/ Regional Airlines		1 - 9 September, 2016	4	Mr. A.K. Chaturvedi
	Advanced Safety Management System in Civil Aviation			5 - 16 September, 2016	3	Ms. Ruchika Gupta
	Business Ethics & Customer Care	Executives from all disciplines [Junior Executive and above]		7-9 September, 2016	1	Ms. Santosh Singh
	Change Management	All Executive upto DGM Level Ops. / Engg.		8-9 September, 2016	5	Mrs. Aman Saini
	Aviation Law & ICAO Annexes	Executives from all disciplines (Sr. Manager & above)		13-16 September, 2016	1	Mr. P.C. Joshi
	AVSEC Instructor Refresher Course	ASG / Airlines / AAI / BCAS		15-16 September, 2016	4	Mr. A.K. Chaturvedi
	Competency Mapping	Executives from all disciplines [Junior Executive and above]		15-16 September, 2016	5	Ms. Santosh Singh
	Recurrent Training for AWOs			19-30 September, 2016	2	Ms. Ruchika Gupta
	AVSEC Air Cargo	Airlines / Airport Operators / Cargo Agents / BCAS		19-26 September, 2016	3	Mr. A.K. Chaturvedi

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	Domestic Cargo Orientation Programme	(Jr.Ex. and above deployed for cargo operations )	19-21 September,2016	4	Mr. R.S. Patwal
	Training on repairs and Maintenance of Rosenbauer (ACFTs)		19-23 September,2016	5	Mr. C.S. Fonia
	MS Office Internet/Intranet	Delhi based officers / staff	19-23 September,2016	6	Mr. C.P. Dwivedi
	India-ICAO Fellowship Course on Safety Management System	All Executive upto DGM Level Ops. / Engg. / ATM	19-23 September, 2016	1	Mrs. Aman Saini
	Training on Materials Management		26-30 September, 2016	1	Mr. C.S. Fonia
	Conservation of Energy	All Executive from Plg, Engg & APDs	28-30 September, 2016	5	Mr. S.K. Singh
	Managing for Productivity	Executives from all disciplines [Junior Executive and above]	5-7 October, 2016	1	Ms. Santosh Singh
	<b>Crisis Management</b>	<b>ASG / Airlines / AAI / BCAS</b>	<b>3 - 7 October, 2016</b>	<b>4</b>	<b>Mr. A.K. Chaturvedi</b>
	Finance for Finance	upto Sr. Manager level in Finance Discipline	17-19 October, 2016	1	Mr.Surender Paul
	Recurrent Training for AWOs		17 - 28 October, 2016	4	Ms. Ruchika Gupta
	E & M Installations in operational area	Executives from Plg. & Engg. (JE to Jt. GM)	19-21 October, 2016	2	Mr. S.K. Singh
	<b>Auditors Course</b>	<b>ASG / Airlines / AAI / BCAS</b>	<b>20 - 28 October, 2016</b>	<b>5</b>	<b>Mr. A.K. Chaturvedi</b>
	Advance Management Development Programme (Tier-III)	Executives from all disciplines [General Manager and above]	26-28 October, 2016	1	Ms. Santosh Singh
	Software Technologies	AM/M/SM(Electronics/Communication/IT)	24-28 October, 2016	6	Mr. C.P. Dwivedi
	M.S. Office, Internet/ Intranet	Delhi based Officers / Staff	7-11 November, 2016	6	Mr. C.P. Dwivedi
	Train the Trainer Course		7-18 November, 2016	2	Ms. Ruchika Gupta
	Labour Laws - A Manager Must Know	Executives from all disciplines [Junior Executive and above]	7-11 November, 2016	1	Ms. Santosh Singh
	<b>AVSEC ICAO Course / WKSP (ICAO)</b>	<b>AVSEC Personnel</b>	<b>7-15 November, 2016</b>	<b>4</b>	<b>Mr. A.K. Chaturvedi</b>
	Aerodrome Licensing	All Executive from Plg, Engg & APDs	09 – 11 November 2016	5	Mr. S.K. Singh
	<b>AVSEC Instructors Course</b>	<b>ASG / Airlines / AAI / BCAS</b>	<b>16-25 November, 2016</b>	<b>4</b>	<b>Mr. A.K. Chaturvedi</b>
	Right To Information (RTI) Act	CPIO & FAA	18 November, 2016	5	Ms. Santosh Singh
	India-ICAO Fellowship Course on Airport Pavement Design using FAA Software	Executive from Engg. Civil/ Structure / Planning	21-25 November, 2016	1	Ms. Aman Saini

OCTOBER, 2016

NOVEMBER, 2016

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DECEMBER, 2016	Air Cargo Management	(Jr.Ex. and above deployed for cargo operations)	21-25 November, 2016	3	Mr. R.S. Patwal
	Land Management	Executives from Planning/Land/Comml./Civil/Str. disciplines (AM to Jt. GM)	22-25 November, 2016	5	Mr.P.C. Joshi
	Hindi Workshop(Delhi Based)	Staff level from all disciplines	24-25 November, 2016	6	Ms. Santosh Singh
	Dangerous Goods Regulations (Basic)	Staff & Officers from Cargo/Security & Fire discipline	5-10 December, 2016	5	Mr. R.S. Patwal
	Airport Master Planning	Executives from Plg. & Engg. (Mgr. to GM)	06-09 December, 2016	1	Mr. S.K. Singh
	Planning for Retirement	Executives from all disciplines (retiring within one year)	7-9 December, 2016	4	Ms. Santosh Singh
	Maintenance of Terminal Building	Executives from Engg. Disciplines (AM to Jt. GM)	20 - 23 December, 2016	5	Mr.P.C. Joshi
	Stress Management	Executives from all disciplines ( Junior Executive and above)	21 - 23 December 2016	1	Ms. Santosh Singh
	Computer Networks	AM/M/SM(Electronics/Communication/IT)	20 - 23 December 2016	6	Mr. C.P. Dwivedi
	Advanced Training on Annexure - 14		9 - 19 January, 2017	2	Ms. Ruchika Gupta
JANUARY, 2017	Women Empowerment and Development	Women Executives from all disciplines	12 - 13 January, 2017	1	Ms. Santosh Singh
	Domestic Cargo Orientation Programme	(Jr.Ex. and above deployed for cargo operations )	16-18 January, 2017	4	Mr. R.S. Patwal
	Airport Terminal Management	Manager - Ops / AM-Ops. / JE - Ops. / ATC	16-20 January, 2017	1	Mrs.Aman Saini
	Construction & Project Management	Executives from Planning, Engineering and Finance disciplines (AM to GM)	17-20 January, 2017	5	Mr. P.C. Joshi
	M.S. Office Internet / Interanet	Delhi based Officers/ Staff	16-20 January, 2017	6	Mr. Dharmendra
	Green Field Airports -Plg. Criteria	All Executives from Plg. & Engg.	01-03 February 2017	1	Mr. S.K. Singh
	Commercial Management	Jr.Ex. to Jt.G.M. dealing with commercial matters	6 - 8 February, 2017	5	Mr. R.S. Patwal
	Refresher Course in Airport Operations	Senior Executives of Ops. Dte.	6 - 17 February, 2017	1	Mrs.Aman Saini

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<b>FEBRUARY, 2017</b>	Right to Information. Performnce Management Systems	Executives from all disciplines ( Junior Executive and above)	8 - 10 February, 2017	4	Ms. Santosh Singh
	Engineering Work Procedure	Executives from Civil/Structure & Elec. Engg. (JE to AGM)	13-17 February, 2017	5	Mr.P.C. Joshi
	Air Cargo Management	Jr.Ex. and above deployed for cargo operations	13-17 February, 2017	4	Mr. R.S. Patwal
	Changing role of HR Executives	Executives from HR disciplines [Junior Executive and above]	22-24 February, 2017	5	Ms. Santosh Singh
	Auto CAD	AM and above from (Plg. / Str. / Engg. / Electronics etc.)	20-24 February, 2017	6	Mr. C.P. Dwivedi
	Environmental Concerns in Aviation	Executives from Plg. & Engg.(JE to Jt. GM)	21 - 24 February, 2017	1	Mr. S.K. Singh
	Hindi Workshop(Delhi Based)	Staff level from all disciplines	1 - 2 March 2017	1	Ms. Santosh Singh
	General Management	Executives from all disciplines [Junior Executive and above]	6 - 10 March 2017	1	Ms. Santosh Singh
<b>MARCH, 2017</b>	Dangerous Goods Regulations (Basic)	Staff & Officers from Cargo/Security & Fire discipline	6 - 11 March 2017	4	Mr. R.S. Patwal
	Structure / analysis and design, detailing and its implementation during construction awareness Programme	Executives from Civil/Structure & Engg. (SS to Jt. GM)	07 - 10 March 2017	5	Mr. P.C. Joshi
	AOCC Management	All Executives upto DGM Level of Ops. / Engg. / ATM	09 - 10 March 2017	3	Mrs.Aman Saini
	M.S. Office Internet / Interanet	Delhi based Officers/ Staff	20 - 24 March 2017	6	Mr. C.P. Dwivedi