



**ANNUAL  
TRAINING PROGRAM  
2019-20**

इंडियन इंस्टिट्यूट ऑफ कोल मैनेजमेंट  
**INDIAN INSTITUTE OF COAL MANAGEMENT**  
Kanke, Ranchi - 834 006 Jharkhand (India)



IICM, is continuously striving to make a difference by creating an environment which nurtures learning so that the knowledge building process and experience does not become stagnant and is always meaningful, significant and relevant.

At IICM, we believe in the type of learning which is instrumental in intellectual enhancement and is coupled with environmental sensibility and spiritual growth. IICM provides holistic and interactive training which is carried out in an atmosphere which encourages participative learning in order to develop the participants as volunteer investor of their time and skill.

The IICM campus is designed to encourage interaction with nature, providing a stay which becomes a life time memory and is intellectually and physically rejuvenating. Thus, the whole learning experience being provided at IICM is enriching, fascinating and highly useful to the individual for contributing in organizational excellence.



## *Mission*

Mission of the  
Indian Institute of Coal Management  
is to help create and nurture  
for its customer organizations  
a sound and healthy work culture  
conducive to all-round excellence.



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**Indian Institute of Coal Management**  
Kanke, Ranchi - 834006 (Jharkhand)

**Telephone Numbers**

**PBX : +91 651 2451030, 31, 33, 7112001**

**FAX : +91 651 2451022/7112085**

**Visit us at : [www.iicm.ac.in](http://www.iicm.ac.in)**

**DISCLAIMER**

All care has been taken while publishing this work to avoid possibility of any error, however there may be some typographical/ printing mistakes. Any suggestions for further improvement are always welcome. Although we stick to our programs as per schedule, some programs may be added, deleted or rescheduled due to unavoidable reasons.

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## Policy

Indian Institute of Coal Management is committed to training and development of executives of its customer organizations through need based training programs while maintaining highest standards in quality of training and support services.

## Objectives

- To strive to fulfill training needs through formal and non-formal means for meeting organisational goals.
- To disseminate knowledge through publications, workshops, conferences, seminars and distance education.
- To continuously improve upon the quality of deliverables based on direct and inbuilt feedback from participants.
- To catalyse creativity, fellowship bond, leadership, team spirit, discipline and respect for values.
- To provide a conducive ambience for learning through excellent hospitality and support services.
- To provide solutions to business related problems through organizational research and consultancy services to customer organizations.

## Pedagogy

IICM has a mix of highly experienced and qualified core faculty as well as a group of visiting faculty from customer organisations and reputed academic institutions to combine theoretical rigour with application.

Eminent academicians, policy makers from government and senior executives from industry are frequently invited to deliver lectures at IICM.

The pedagogy is interactive and conducive for adult learning. Training sessions are generally focussed on getting fresh insights and generating common understanding over a problem through opportunities of horizontal learning.

The training methods include lectures, case studies, seminars, group discussion, business games, role plays, simulation exercises, structured & semi-structured group work and field visits. Training Program also includes study tour to industries, mines and institutes within the country and abroad.

## Programs Proposed for 2019-20

Indian Institute of Coal Management (IICM) is an autonomous society registered under Societies Registration Act 1860. Established in the year 1994 at Ranchi, IICM is promoted by Coal India Ltd., a holding Company owned by Government of India. Chairman Coal India Ltd. is the Chairman of Board of Governors (BoG) and Chairman of Board of Trustees (BoT) of IICM. The institute functions as per the objectives laid down in Memorandum of Association of IICM and also as per the directions given by its BoG and BoT, from time to time.

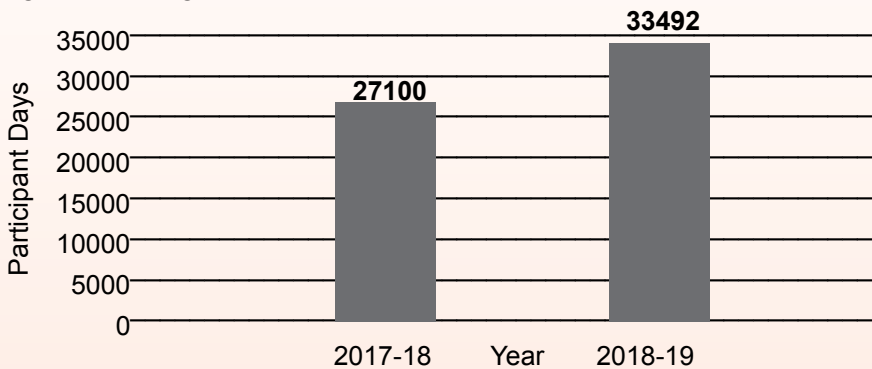
This booklet gives details of 121 programs to be organised at IICM during 2019-20. In addition, Probation Closure Examinations will also be conducted for Management Trainees at IICM.

These programs reflect the training needs of the coal companies, as expressed in the Academic Council Meeting (s) of IICM consisting of HoD (HRD), CIL and GM (HRD)s of Subsidiary Companies of CIL. Further, requirement of training of management trainees (MTs) is given by GM (Recruitment), CIL. Probation Closure Examination for MTs are planned on completion of their one-year training.

Annual Training Program Book is divided into seven different sections 1) Management Development Programs are especially for senior level executives to prepare them to meet contemporary challenges confronting the organisation 2) Functional Skill Programs are organised to hone the skills required by executives for daily work in their respective functional areas 3) Entry Level Programs are designed keeping in view the new entrants i.e. Management Trainees in this mother industry 4) Thematic Programs – all the other remaining training programs to be organized during the year for executives of CIL are kept in this category. 5) Workshop, Seminar and Conferences - to be organized at IICM, Ranchi during 2019-20. 6) ERP Programs - for participants as per nominations by CIL HQ to train concerned executives for the implementation of ERP in CIL and its Subsidiaries. 7) Annual Program Schedule (April 2019 - March 2020), Campus life at IICM and other useful information.

## Overview of Programs Organised During 2018-19

IICM organised 197 programs for executives during 2018-19 including Probation Closure Examination. In all, 5313 executives participated in these programs. IICM organised a total of 922 training days recording 33,492 participant days during 2018-19, as compared to 27,100 participant days organised during 2017-18 :



33 programs were organised by IICM for Management Trainees out of which 04 were Induction Programs, 04 were TSDP, 12 MSDP and 07 FSDP. All these programs were of 12-day duration, further IICM also organised 06 Probation Closure Examinations for 547 Management Trainees during 2018-19.

During 2018-19, IICM organised three General Management Program (GMP)s, three Leadership Development Program (LDP)s and six Mentorship Development Program (MDP)s for middle and senior level executives.

Further two outbound Strategic Management Programs were organised by IICM at NCGG, Mussorie for senior level executives of Coal India Ltd. and its subsidiary companies.

Details of programs organised in 2018-19 are given on the following pages for ready reference.

## Details of Programs Organised during 2018-19

Name Of Programme	Duration	No. of Training Days	No. of Participants
<b>April 2018</b>			
Induction Training Programme	Mar 31 To Apr 11	12	80
Safety Management	April 02-05	4	15
Communication & Presentation Skill	April 03-05	3	16
Program on Capacity Utilisation For Improving Productivity	April 05-07	3	9
Quality Circle	April 06-07	2	8
Maintenance of Hydraulic System HEMM	April 09-11	3	8
Functional Skill Program For Medical (Gastroenterology)	April 09-11	3	28
Executive Development Program	April 09-13	5	16
Enterprise Risk Management	April 09-13	5	7
SIMTARS Safety Training Program	April 09-13	5	19
Finance For Non Finance	April 11-13	3	20
Leadership Development Program	April 16-20	5	13
Certified Internal Audit Skills In MS	April 16-20	5	8
Technical Skill Development Program	April 16-28	13	12
Managerial Skill Development Program	April 16-28	13	59
General Management Program	April 23- 27	5	13
Contract Labour Regulation Act	April 24-25	2	15
E-Procurement	April 27-28	2	13
Total (April 2018)		93	359
<b>May 2018</b>			
Overburden Handling, Slope Failure & Slope Stability	May 02 -04	3	17
MS Excel	May 02 -04	3	13
Functional Skill Development Program	May 02 - 15	14	80
Contract Management Program	May 07-11	5	20
Civil Engineering Manual	May 08-09	2	14
Stress Management Through Self Management	May 08-10	3	12

BCCL	CCL	CMPDIL	CIL	ECL	MCL	NCL	SECL	WCL	NEC	OTH-ERS	Number of Participant Days
10	13	18	0	6	7	6	6	14	0	0	960
2	3	0	0	5	0	4	0	0	0	1	58
1	2	7	0	3	0	3	0	0	0	0	46
0	1	1	0	3	0	4	0	0	0	0	27
0	2	1	0	2	0	0	3	0	0	0	16
0	0	1	0	4	0	3	0	0	0	0	24
3	10	0	0	7	0	4	2	2	0	0	83
1	2	2	0	5	0	6	0	0	0	0	80
0	1	2	0	1	0	3	0	0	0	0	35
0	2	0	7	1	4	1	1	3	0	0	95
1	3	5	0	3	0	7	0	0	1	0	60
1	1	5	0	3	1	2	0	0	0	0	65
0	4	0	0	1	0	3	0	0	0	0	39
2	2	2	0	2	0	0	2	2	0	0	156
3	8	21	0	5	9	6	3	3	1	0	767
0	3	2	0	3	1	4	0	0	0	0	65
2	1	4	0	3	0	5	0	0	0	0	30
0	1	4	1	3	0	4	0	0	0	0	26
26	59	75	8	60	22	65	17	24	2	1	2632
2	2	4	0	5	0	3	0	0	1	0	50
2	2	0	1	2	0	4	2	0	0	0	39
17	19	3	4	11	15	4	5	2	0	0	1113
3	3	4	1	6	2	1	0	0	0	0	100
2	2	1	0	2	1	6	0	0	0	0	28
5	5	0	0	0	0	2	0	0	0	0	36

Name Of Programme	Duration	No. of Training Days	No. of Participants
Cybernatics	May 14 –16	3	20
Sustainability : " An Approach Towards Stakeholder Engagement & Capacity Building"	May 15 – 16	2	16
Goods and Service Tax	May 18 –19	2	25
Purchase Manual	May 18–19	2	13
E-Office	May 22-23	2	15
Vigilance Awareness	May 22-24	3	23
Mentorship Development Programme	May 24-26	3	11
Case Study Methodology	May 28 - 30	3	18
Talent Acquisition Knowledge Management	May 28 - 30	3	13
Total (May 2018)		53	310
<b>June 2018</b>			
Capacity Utilization And Productivity Improvement	June 04-06	3	15
Personality Development	June 04-06	3	19
Mentorship Development Programme	June 05-07	3	10
Preparatory Program For Retiring Executives	June 11-13	3	29
Senior Management Program	June 11-15	5	25
Competency Upgradation Of Environmental Experts And Planners	June 11-15	5	16
Functional Skill Development Program	June 04-18	15	67
Managerial Skill Development Program	May 21–Jun 02	13	56
Communication & Presentation Skill	June 18-20	3	16
Mining For Non Mining Executives	June 04-08	5	27
HR Audit Task Group	June 23-25	3	35
Quality Circle	June 27- 28	2	18
Competency Mapping	June 27-29	3	14
Equipment Management In Open Cast Mines	June 27-29	3	17
E-Office	June 29-30	2	7
Total (June 2018)		71	371



BCCL	CCL	CMPDIL	CIL	ECL	MCL	NCL	SECL	WCL	NEC	OTHERS	Number of Participant Days
4	5	2	0	4	5	0	0	0	0	0	60
7	1	0	1	1	0	6	0	0	0	0	32
3	4	3	1	6	3	4	1	0	0	0	50
1	0	3	0	3	0	4	2	0	0	0	26
5	1	3	1	3	0	1	1	0	0	0	30
3	3	3	0	3	2	5	4	0	0	0	69
5	2	0	0	3	0	1	0	0	0	0	33
2	4	1	0	3	2	4	2	0	0	0	54
2	2	1	0	3	2	3	0	0	0	0	39
63	55	28	9	55	32	48	17	2	1	0	1759
3	2	0	0	3	1	3	3	0	0	0	45
2	3	3	0	4	2	3	2	0	0	0	57
4	3	1	0	1	0	0	1	0	0	0	30
2	0	5	5	3	3	2	0	0	0	9	87
4	1	2	0	5	5	3	5	0	0	0	125
1	2	5	1	1	5	1	0	0	0	0	80
3	3	4	5	3	7	2	19	21	0	0	1000
6	10	5	7	3	5	4	10	6	0	0	726
2	0	4	0	3	0	3	4	0	0	0	48
1	2	5	0	4	5	3	6	0	1	0	135
2	6	5	4	7	1	5	4	1	0	0	105
2	2	1	0	5	2	2	4	0	0	0	36
2	1	2	0	1	0	4	4	0	0	0	42
2	1	1	0	4	1	4	4	0	0	0	51
0	0	1	0	2	0	4	0	0	0	0	14
36	36	44	22	49	37	43	66	28	1	9	2581

Name Of Programme	Duration	No. of Training Days	No. of Participants
<b>July 2018</b>			
General Management Program	July 02-06	5	12
Project Management For Coal Companies	July 02-06	5	17
Functional Skill Development Program	July 02-14	13	15
Right To Information Act	July 09-10	2	13
Purchase Manual	July 09 -10	2	13
Competency Mapping	July 11-13	3	10
Talent Acquisition Knowledge Management	July 11-13	3	16
Mentorship Development Programme	July 16-18	3	16
Maintenance Of Electric System HEMM	July 16-18	3	21
Strategic Management Prog. (NCGG)	July 16-20	5	25
Contract Management Manual	July 19-20	2	13
Stress Management Through Self Management	July 19-21	3	13
Ethics And Values In Governance	July 23-25	3	19
HR Audit & Analytics	July 23-25	5	14
Finance Manual	July 26-27	2	15
Total Cycle Of HEMM Procurement	July 26-28	3	9
Coal Medical Conference	July 28-30	3	151
Total (July 2018)		65	392
<b>August 2018</b>			
Awareness Program On ISO 9001, ISO 14001, OHSAS 18001	July 30-Aug 1	3	9
Coal Washery Environment Issues	Aug 02-04	3	10
Workshop On People Capability Maturity Model	Aug 06-07	2	33
Leadership Development Program	Aug 06-10	5	20
Executive Development Program	Aug 06-10	5	20
Internal Trainer Certification	Aug 06-10	5	12
Coal Beneficiation & Quality Control	Aug 13-14	2	12
Social Impact Studies For CSR Activity Assesment	Aug 13-14	2	21
Technology Skill Development Program	Aug 01-11	11	112

BCCL	CCL	CMPDIL	CIL	ECL	MCL	NCL	SECL	WCL	NEC	OTH-ERS	Number of Participant Days
0	2	0	0	2	2	1	4	0	1	0	60
2	0	1	0	4	2	4	4	0	0	0	85
2	3	0	3	1	1	2	1	2	0	0	194
1	1	0	0	4	1	3	3	0	0	0	26
0	2	1	0	4	1	1	4	0	0	0	26
1	3	0	0	3	0	3	0	0	0	0	30
2	4	0	0	4	0	4	2	0	0	0	48
0	3	0	0	2	2	9	0	0	0	0	48
1	5	1	0	5	3	2	4	0	0	0	62
4	4	3	2	4	2	3	3	0	0	0	125
0	2	2	0	3	1	2	3	0	0	0	26
1	4	1	0	3	0	0	4	0	0	0	39
0	3	1	0	3	0	3	5	0	0	4	57
4	1	1	0	3	1	0	4	0	0	0	68
0	3	1	0	5	3	2	1	0	0	0	30
0	4	2	0	1	0	2	0	0	0	0	27
15	71	2	2	8	11	5	23	7	2	5	453
33	115	16	7	59	30	46	65	9	3	9	1404
1	3	0	0	2	0	3	0	0	0	0	27
3	7	0	0	0	0	0	0	0	0	0	30
4	4	3	5	2	4	2	4	5	0	0	66
1	3	0	0	6	4	2	4	0	0	0	100
2	1	1	1	7	4	0	4	0	0	0	98
1	3	0	0	3	3	0	2	0	0	0	60
3	3	0	0	1	1	0	4	0	0	0	24
4	7	1	0	6	0	0	3	0	0	0	42
19	18	4	4	16	10	16	16	9	0	0	1232

Name Of Programme	Duration	No. of Training Days	No. of Participants
Managerial Skill Development Program	Aug 13-25	13	95
Environment, Forest & Sustainability	Aug 16-18	3	14
Preparatory Program For Retiring Executives	Aug 16-18	3	28
Equipment Management In Open Cast Mines	Aug 16-18	3	20
Finance For Non Finance	Aug 23-25	3	13
Strategic General Management Program	Aug 23-25	3	14
Vigilance Awareness	Aug 23-25	3	20
Contract Management (Goods)	Aug 27-29	3	17
Senior Management Program	Aug 27-31	5	15
Linux Administration	Aug 27-31	5	13
Total (August 2018)		82	498
<b>September 2018</b>			
Ethics And Values In Governance	Sep 03-05	3	12
Workshop On Rajbhasha	Sep 03-05	3	16
Functional Skill Program For Medical	Sep 03-05	3	45
Managerial Skill Development Program	Sep 03-15	13	89
Finance Manual	Sep 05-06	2	9
Communication & Presentation Skill	Sep 10-12	3	11
General Management Program	Sep 10-14	5	14
Enterprise Risk Management	Sep 10-14	5	16
Total Cycle Of HEMM Procurement	Sep 13-15	3	8
Awareness Program On ISO 9001, ISO 14001, OHSAS 18001	Sep 17-19	3	8
Programme On Legal Issues	Sep 17-19	3	12
Overview Of Autocad For Engg Design	Sep 17-19	3	13
Mentorship Development Programme	Sep 24-26	3	17
Cybernetics	Sep 24-26	3	10
Advanced Human Resource Managemnt	Sep 24-28	5	17
Contract Management Manual	Sep 27-28	2	13
Overburden Handling, Slope Failure & Slope Stability	Sep 27-29	3	22

BCCL	CCL	CMPDIL	CIL	ECL	MCL	NCL	SECL	WCL	NEC	OTHERS	Number of Participant Days
24	26	1	0	12	0	25	2	2	3	0	1235
3	1	1	0	3	1	2	3	0	0	0	42
3	3	2	3	3	2	2	2	0	0	8	84
2	1	3	0	5	2	4	3	0	0	0	60
2	0	2	3	2	1	1	2	0	0	0	39
1	3	1	0	3	0	2	4	0	0	0	42
2	3	1	0	5	3	2	4	0	0	0	60
3	3	3	0	1	0	3	4	0	0	0	51
2	6	0	0	2	0	0	5	0	0	0	75
2	4	2	1	0	0	2	2	0	0	0	65
82	99	25	17	79	35	66	68	16	3	8	3432
1	3	0	0	3	1	0	4	0	0	0	36
2	7	1	0	1	1	0	4	0	0	0	48
2	16	0	0	8	4	0	7	8	0	0	135
27	9	2	1	5	3	14	13	13	2	0	1157
2	1	0	0	4	2	0	0	0	0	0	17
2	2	2	0	3	0	0	2	0	0	0	33
2	2	0	0	2	3	0	5	0	0	0	70
1	1	2	1	5	1	0	5	0	0	0	80
1	2	0	0	1	0	0	4	0	0	0	24
1	4	0	0	1	2	0	0	0	0	0	24
0	2	0	0	6	0	0	4	0	0	0	36
0	2	4	0	3	0	0	4	0	0	0	39
1	3	1	0	3	2	0	7	0	0	0	51
1	1	2	2	2	0	0	2	0	0	0	30
2	4	0	0	2	0	2	7	0	0	0	85
0	3	1	0	1	3	0	4	0	1	0	26
0	1	9	0	6	0	2	4	0	0	0	66

Name Of Programme	Duration	No. of Training Days	No. of Participants
Functional Skill Development Program (Rajbhasha)	Sep 17-28	12	6
Functional Skill Development Program (M & S)	Sep 17-28	12	11
Technical Skill Development Program (IE)	Sep 17-28	12	11
Technical Skill Development Program (MM)	Sep 17-28	12	29
Managerial Skill Development Programme	Sep 17-28	12	51
Total (September 2018)		125	440
<b>October 2018</b>			
Managerial Skill Development Programme	Oct 01-15	12	84
Contract Management (Works)	Oct 03-05	3	11
Team Building & Conflict Resolution	Oct 04-06	3	13
Equipment Management In Open Cast Mines	Oct 04-06	3	12
Structural Assessment-Testing, Repair And Strengthening Technique In Civil Engineering	Oct 08-10	3	15
Mentorship Development Programme	Oct 08-10	3	20
E-Procurement	Oct 10-11	2	11
Leadership Development Programme	Oct 22-26	5	14
Advance Survey Technique And Its Application	Oct 22-26	5	15
Corporate Image Building	Oct 29-30	2	9
Gender Sensitization	Oct 29-30	2	20
Coal Washery Environment Issues	Oct 29-31	3	6
Preparatory Program For Retiring Executives	Oct 29-31	3	31
ERP Project Preparation Program	Oct 30-31	2	25
Induction Course For Vigilance Officers	Oct 08-10	3	26
Probation Closure Exam	Oct-15	1	91
Total (October 2018)		55	403
<b>November 2018</b>			
Record Maintenance	Nov 01-02	2	7
Programme On Legal Issues	Nov 01-03	3	12
Program On Capacity Utilisation For Equipments	Nov 15-17	3	17
Coalnet	Nov 15-17	3	11



BCCL	CCL	CMPDIL	CIL	ECL	MCL	NCL	SECL	WCL	NEC	OTH-ERS	Number of Participant Days
0	1	1	1	0	1	1	1	0	0	0	72
1	1	0	3	2	2	0	1	1	0	0	132
1	2	0	0	0	3	3	2	0	0	0	132
3	5	3	3	3	3	0	6	3	0	0	348
3	2	4	7	4	2	0	11	18	0	0	612
53	74	32	18	65	33	22	97	43	3	0	3253
13	17	19	1	7	7	9	6	5	0	0	1008
0	2	0	0	5	0	0	4	0	0	0	33
2	4	0	0	6	0	0	1	0	0	0	39
0	3	1	0	4	0	0	4	0	0	0	36
0	3	5	0	4	0	0	3	0	0	0	45
0	2	0	0	4	6	0	8	0	0	0	60
1	4	2	0	1	0	0	3	0	0	0	22
1	2	1	0	2	2	0	6	0	0	0	70
2	2	2	0	1	1	1	6	0	0	0	75
0	4	0	0	1	0	0	4	0	0	0	18
0	2	2	6	5	4	0	1	0	0	0	40
0	3	1	0	1	1	0	0	0	0	0	18
3	5	4	0	2	2	1	2	0	0	12	93
0	18	7	0	0	0	0	0	0	0	0	50
3	4	1	3	3	1	2	5	2	0	2	78
24	32	0	0	9	1	22	0	0	3	0	91
49	107	45	10	55	25	35	53	7	3	14	1776
0	3	0	0	4	0	0	0	0	0	0	14
0	6	0	0	2	0	0	4	0	0	0	36
0	3	0	1	4	2	1	5	0	1	0	51
0	1	2	0	4	0	1	3	0	0	0	33

Name Of Programme	Duration	No. of Training Days	No. of Participants
E-Procurement	Nov 19 - 20	2	9
Functional Skill Program For System – Java	Nov 19-23	5	6
Project Management For Coal Companies	Nov 19-23	5	15
Managerial Skill Development Programme	Nov 10-21	12	125
Functional Skill Program For Medical(Gynocology & Paediatrics)	Nov 22-24	3	23
Workshop On ERP For SMEs	Nov 19 - 24	6	79
Induction Training For MTs	Oct 28 - Nov 08	12	11
Functional Skill Development Program (PR & CD)	Nov 19 - 30	12	5
Induction Training For MTs	Oct 28 - Nov 08	12	62
Probation Closure Exam For Management Trainees	Nov-23	1	96
Total (November 2018)		81	478
<b>December 2018</b>			
High Wall And Long Wall Mining Technology	Dec 03-05	3	9
Total Cycle Of HEMM Procurement	Dec 03-05	3	19
CDA Rules & Domestic Enquiry	Dec 10-11	2	12
Certified Internal Auditing Skills In MS	Dec 10-14	5	13
Radar Technology	Dec 13-14	2	13
Programme on Legal Issues	Dec 17-19	3	14
Procurement of Medicines	Dec 1 -19	2	16
Spare Parts Management & Inventory Management	Dec 26-28	3	12
Probation Closure Examination	Dec -10	1	91
Mentorship Development Program	Dec 20-22	3	23
Functional Skill Development Program for Vigilance Officers	Dec 17-19	3	20
Training For Internal Audit	Dec 17-21	5	14
Workshop for ERP for SMEs	Dec 13-19	7	44
Induction for Management Trainee	Dec 14-25	12	55
Workshop On ERP for SMEs	Nov 26-Dec 01	6	69
Workshop On ERP for SMEs	Dec 13-15	3	35

BCCL	CCL	CMPDIL	CIL	ECL	MCL	NCL	SECL	WCL	NEC	OTHERS	Number of Participant Days
0	1	2	0	1	0	1	4	0	0	0	18
0	1	1	0	1	0	0	3	0	0	0	30
0	2	0	0	2	3	2	6	0	0	0	75
38	36	4	3	12	15	7	6	3	1	0	1500
0	14	0	0	0	4	1	4	0	0	0	69
7	16	6	8	7	14	3	7	8	3	0	459
3	0	0	0	4	1	0	1	2	0	0	132
1	0	1	1	0	1	1	0	0	0	0	60
14	13	7	0	11	1	9	4	1	1	1	744
10	14	22	0	13	9	12	6	9	1	0	96
73	110	45	13	65	50	38	53	23	7	1	3317
0	3	1	0	4	0	0	1	0	0	0	27
1	5	0	2	4	0	3	4	0	0	0	55
0	3	0	0	6	0	0	3	0	0	0	24
1	2	0	0	5	3	0	2	0	0	0	65
0	1	2	0	2	0	3	5	0	0	0	26
1	4	0	0	4	1	0	4	0	0	0	42
0	13	0	0	3	0	0	0	0	0	0	31
0	3	0	0	3	2	0	4	0	0	0	36
12	12	7	12	6	8	8	15	11	0	0	91
5	1	1	0	1	10	0	5	0	0	0	68
1	3	1	2	3	2	1	2	2	1	2	60
0	3	0	0	5	4	0	2	0	0	0	68
3	7	4	4	3	9	4	4	4	2	0	276
9	6	0	0	2	11	19	3	1	0	4	660
5	11	5	11	6	10	7	4	7	3	0	375
4	5	3	2	4	8	3	2	3	1	0	102

Name Of Programme	Duration	No. of Training Days	No. of Participants
Awareness Program On ISO 9001,14001, OHSAS 18001	Dec 26-28	3	11
Managerial Skill Development Program (MSDP)	Nov 26- Dec 07	12	128
Total (December 2018)		75	598
<b>January 2019</b>			
Managerial Skill Development Program	Dec 28-Jan 08	12	80
Programme On Legal Issues	Jan 03 - 05	3	9
Preparatory Program for Retiring Executives	Jan 03-05	3	29
Personality Development	Jan 07 - 09	3	18
Case Study Methodology	Jan 07 - 09	3	10
Functional Skill Program for System : Andriod Application & Development	Jan 07 - 11	5	13
Workshop on ERP for SMEs	Jan 09 - 11	3	85
Contract Management (Services)	Jan 14 - 16	3	6
Contract Management Program	Jan 14 - 18	5	15
E- Office	Jan 21 - 22	2	8
Induction Training Of MTs	Jan 14- 26	13	88
Newer Concept & Roles Of Industrial Engineering in CIL	Jan 29-30	2	11
Total (January 2019)		57	372
<b>February 2019</b>			
Hospital Management & Administration	Jan 21-Feb 23	34	17
Disposal of E-Waste Material Rules	Feb 04-Feb 05	2	9
ERP Overview for Core Technical Developer Group -1	Feb 03-Feb 05	3	35
Writing Skills	Feb 04-Feb 06	3	3
Managerial Skill Development Program (MSDP)	Jan 28-Feb 08	12	74
ERP Overview for Core Technical Developer Group -2	Feb 07- Feb 09	3	47
ERP Overview for Core Technical Developer Group-3	Feb 11- Feb 13	3	36
Strategic Management Prog. (NCGG)	Feb 11- Feb 15	5	25
Executive Development Program for Young Managers	Feb 11- Feb 15	5	16
Land Acquisition Process	Feb 18- Feb 20	3	16
Overview of E-Procurement	Feb 21- Feb 22	2	16

BCCL	CCL	CMPDIL	CIL	ECL	MCL	NCL	SECL	WCL	NEC	OTH-ERS	Number of Participant Days
0	2	1	0	7	0	0	1	0	0	0	33
7	31	0	1	16	10	38	12	11	2	0	1536
49	115	25	34	84	78	86	73	39	9	6	3575
15	13	4	0	12	7	11	8	7	3	0	960
1	2	0	1	3	0	0	2	0	0	0	27
0	2	0	0	0	15	0	0	0	0	12	87
0	0	2	2	7	3	0	4	0	0	0	54
1	5	0	1	3	0	0	0	0	0	0	30
4	3	0	0	2	0	0	4	0	0	0	64
11	10	6	13	7	10	9	8	8	3	0	252
0	0	2	0	2	0	1	1	0	0	0	18
1	1	0	2	3	2	0	6	0	0	0	74
1	0	2	1	2	2	0	0	0	0	0	16
22	14	0	0	17	8	14	9	0	4	0	1143
1	3	0	0	1	2	2	2	0	0	0	22
57	53	16	20	59	49	37	44	15	10	12	2747
4	7	0	0	2	2	0	2	0	0	0	578
1	4	0	0	3	0	1	0	0	0	0	18
0	0	0	7	2	6	7	6	7	0	0	105
0	2	0	0	1	0	0	0	0	0	0	9
3	9	7		14	17	13	7	2	2	0	888
6	7	7	2	5	7	0	6	7	0	0	141
5	6	7	6	7	0	5	0	0	0	0	108
3	3	3	1	3	3	4	2	0	0	3	125
5	3	0	2	3	0	0	3	0	0	0	80
1	4	1	1	4	0	0	2	0	0	3	48
0	3	3	2	3	0	3	2	0	0	0	32

Name Of Programme	Duration	No. of Training Days	No. of Participants
Managerial Skill Development Program	Feb 13- Feb 25	13	94
SAP Blueprinting Training for Production Planning	Feb 18- Feb 24	7	28
E-Office for Local Admins	Feb-25	1	9
Emission Factor for Different Activity in Mining	Feb 25- Feb 26	2	10
Apprenticeship Training	Feb 25- Feb 27	3	9
Probation Closure Examination	Feb-27	1	112
Total (February 2019)		102	556
<b>March 2019</b>			
Probation Closure Examination	Mar-01	1	27
Probation Closure Examination	Mar-02	1	130
SAP ERP - Blueprinting Training for Core Team (MM+Associated IT Developer	26 Feb-04 Mar	7	36
Civil Engineering Manual	Mar 04-Mar 05	2	13
Forest Clearance Procedure	Mar 12-Mar 13	2	23
Treatment of Mine Water, Conservation & Distribution	Mar 12-Mar 14	3	7
ERP : Solution Manager for Core Technical Data Administration	Mar 11-Mar 15	5	23
Functional Skill Development Program	Mar 04-Mar 15	12	95
Ecology & Biodiversity For Environment	Mar 25-Mar 26	2	11
ERP: HMS Overview for Core Team Batch-1	Mar 25-Mar 27	3	16
Managerial Skill Development Program	Mar 18-Mar 29	12	112
Project Management For Coal Companies	Mar 25-Mar 29	5	12
Proficiency Testing on Coal for Ultimate Analysis	Mar 28-Mar 29	2	6
Functional Skill Program for Medical (Eye & Ent)	Mar 28-Mar 30	3	25
Total (March 2019)		60	536
<b>Total 2018-19</b>		<b>922</b>	<b>5313</b>




BCCL	CCL	CMPDIL	CIL	ECL	MCL	NCL	SECL	WCL	NEC	OTH-ERS	Number of Participant Days
13	13	1	0	15	12	23	9	8	0	0	1219
3	4	1	3	2	5	2	4	4	0	0	191
0	1	2	2	1	1	1	1	0	0	0	9
4	1	1	0	2	0	0	2	0	0	0	20
0	3	4	0	0	0	0	2	0	0	0	26
38	53	3	4	12	1	0	1	0	0	0	112
86	123	40	30	79	54	59	49	28	2	6	3709
0	0	3	2	12	10	0	0	0	0	0	27
2	10	1	0	6	14	43	25	27	2	0	130
4	4		3	4	6	5	4	6	0	0	243
0	2	1	0	3	0	3	3	0	1	0	26
6	5	2	0	2	0	3	4	1	0	0	46
0	1	2	0	2	0	0	2	0	0	0	21
1	5	2	3	2	2	2	2	4	0	0	115
17	17	2		17	13	9	6	14	0	0	1140
2	4	1	0	0	2	1	1	0	0	0	22
0	0	0	2	0	7	6	0	0	1	0	47
17	18	5	0	19	13	12	14	13	1	0	1343
0	4	1	0	2	1	0	4	0	0	0	60
0	1	1	0	1	0	0	3	0	0	0	12
0	12	0	0	4	0	1	8	0	0	0	75
49	83	21	10	74	68	85	76	65	5	0	3307
<b>656</b>	<b>1029</b>	<b>412</b>	<b>198</b>	<b>783</b>	<b>513</b>	<b>630</b>	<b>678</b>	<b>299</b>	<b>49</b>	<b>66</b>	<b>33492</b>





## Management Development Programs

- Advance Management Program (AMP)
  - Strategic Management Program (SMP)
  - Leadership Development Program(LDP)
  - General Management Program(GMP)
  - Mentorship Development Program(MDP)
  - Executive Development Program for Young Managers (EDP)
  - Project Management for Coal Companies (PMCC)
  - Outbound Leadership Program with TSAF at Uttarkashi, Uttarakhand (TSAF)
- 



## Advance Management Program (AMP)

**Duration : 12 days**

### Program Aim :

To prepare top executives for taking up contemporary challenges confronting the organization and to shape their attitude to enable them to take breakthrough corporate decisions.

### Program Objective :

At the end of the program the participants should have developed an insight on :

- Contemporary issues including cost, quality, profit, sustainability, land acquisition, project management, tendering processes, marketing of coal and corporate governance
- Attitude competency & emotional intelligence, creative problem solving process and ethical issues in decision making

### Program Contents :

- Contemporary issues related to coal sector and corporate governance
- Macro & micro economic considerations for business leaders
- Project management
- Joint ventures, mergers & acquisitions, foreign coal assets - key issues
- Tendering procedures, e-procurement, integrity pact
- Role of approving authority in tendering/procurement process
- Coal marketing - consumer orientation, linkages & FSAs
- Sustainability and Land Acquisition
- Leveraging financial indicators for decision making
- Values & ethics in decision making
- Interpersonal effectiveness & group dynamics
- Creative problem solving skills, Business simulation games
- Attitude competency & emotional intelligence

- Outbound reflective sessions on team building and learning from each other, exercises (peer learning/group learning) in intellectually stimulating locations

Scheduled Dates	Who May Attend	Venue
AMP-1 May 13-25, 2019	E8 (Nomination from CIL)	IICM, Ranchi & Brisbane, Australia



## Strategic Management Program at NCGG, Mussorie

**Duration : 5 days**

### Program Aim :

To enhance leadership potential and develop cross functional understanding for meeting contemporary business challenges & taking better decisions

### Program Objective :

At the end of the program the participants should have developed an insight on:

- Strategic thinking; strategic thinking tools and techniques, Knowledge Management, Contemporary issues before Coal India Ltd., MDO, environmental, land acquisition and R&R, I R and contract labour management.
- Application of IT in mining, supply chain management, contract management and tendering procedures, RTI Act, Marketing of coal, Corporate Culture and image building
- Behavioral Process in Organization, including communication and presentation skills; IP effectiveness, group dynamics, values and ethics

### Program Contents :

- Key issues in Indian economy-corporate strategy & corporate planning
- Tendering procedures, e-procurement, integrity pact
- Supply-chain management, IT application in mining
- Corporate culture & image building; Knowledge management
- Balanced score card for performance appraisal
- Coal marketing-consumer orientation.
- Environmental issues in coal mining, LA and R&R issues in coal sector
- Indian Labour Laws - judicial pronouncements; RTI Act 2005
- Deviations/irregularities commonly observed in procurement & contracts
- Understanding finance manual and systems

- Attitude competency, EQ/SQ, Values & ethics in decision making
- IP effectiveness, group dynamics, communication & presentation skills
- Creative excellence & business simulation games

Scheduled Dates	Who May Attend	Venue
SMP-1 Jun 24 - 28, 2019	E7-E8	NCGG, Mussorie
SMP-2 Sep 02 - 06, 2019	E7-E8	
SMP-3 Feb 10 - 14, 2020	E7-E8	

# Leadership Development Program (LDP)

**Duration : 6 days**

## Program Aim :

To develop leadership qualities of the participants and to enhance their risk taking abilities and responsiveness in decision making process.

## Program Objective :

At the end of the program the participants should have developed an insight on:

- Leadership issues in the context of quality, cost, profitability, HRM, implementation of RTI Act, contract management, supply chain management, sustainability and land acquisition
- They will also have an insight into different types of leadership and styles suitable in different contexts

## Program Contents :

- Challenges & opportunities before coal sector, Strategic management & its relevance in coal industry, Financial management of Coal India Ltd.
- Dynamics of international coal business Leadership- key concepts
- Transformational leadership for leading change, Current trends in Indian Labour Laws
- Contract Management
- Right to Information Act – 2005
- Coal marketing- trends & challenges, Supply chain management
- Lead manager's role in managing creativity, CVC guidelines, tender and procurement, Information technology and its role in mining.
- Sustainable development of coal sector, Leveraging HR for growth

Scheduled Dates	Who May Attend	Venue
LDP-1 Apr 22 - 27, 2019	E6-E7	IICM Ranchi
LDP-2 Jul 15 - 20, 2019	E6-E7	
LDP-3 Nov 18 - 24, 2019	E6-E7	

## General Management Program (GMP)

**Duration : 6 days**

### Program Aim :

To enable participants to understand behavioral process in organization and to make them better equipped in presentation skills and interpersonal effectiveness

### Program Objective :

At the end of the program the participants should have developed an insight on :

- Behavioral Process in Organization, including values, ethics and attitude, EQ/IQ, team building and conflict resolution, communication and interpersonal effectiveness, leadership and motivation

### Program Contents :

- Concept of Management-Behavioral Process in Organization
- Role of Attitude in Career Growth
- EQ/IQ : Application of Emotional Intelligence
- Conflict : Stages and evolution, classification, fundamental issues, functional and dysfunctional conflict, reasons of differences, conflict handling situations
- Interpersonal Effectiveness : Relationships - Self, Interpersonal, Group and Organization, component responsible for enhancing interpersonal relations, experiencing positivity and dynamism of personality
- Team Building : stages-storming, norming and performing; team alignment methods, activity based team strategies, breakdown to breakthrough, synergy, innovation and motivation
- Leadership styles-situational leadership

- Communication: Concept, Types, Roles, Modes, and Barriers
- Basics of presentation related communication, effective communication skills, communication and presentation strategies, planning the presentation and its delivery

Scheduled Dates	Who May Attend	Venue
GMP-1 Apr 8 - 13, 2019	E5-E7	IICM Ranchi
GMP-2 May 06 - 11, 2019	E5-E7	
GMP-3 June 10 - 15, 2019	E5-E7	
GMP-4 July 8 - 13, 2019	E5-E7	
GMP-5 Aug. 5 - 10, 2019	E5-E7	
GMP-6 Sept. 16 - 21, 2019	E5-E7	
GMP-7 Oct. 14 - 19, 2019	E5-E7	
GMP-8 Nov. 4 - 9, 2019	E5-E7	
GMP-9 Dec. 9 - 14, 2019	E5-E7	
GMP-10 Jan. 6 - 11, 2020	E5-E7	
GMP-11 Feb. 10 - 15, 2020	E5-E7	
GMP-12 Mar. 16 - 22, 2020	E5-E7	

## Mentorship Development Program

**Duration : 3 days**

### Program Aim :

To transfer technical expertise to the new entrants and develop behavioral competencies in them for assuming higher roles.

### Program Objective :

By the end of the program the participants should have been exposed to the following :

- To get sufficient knowledge and skills to support the new entrants in understanding the company's vision, mission, values and goals, and integrating them with the company's culture.
- To gain sufficient insights as to how to facilitate transfer of skills / knowledge of experienced people in the organization to the new entrants.
- To get ideas and insights as to how to provide support to the new entrants in locating and accessing resources and experts in the organization.
- To acquire knowledge and skills for effectively motivating new entrants for job performance, creativity and the acceptance of responsibility with confidence.
- To acquire abilities for supporting executives in critical roles for performance optimization and develop successors for critical positions.
- To acquire skills for optimizing performance of below par performers.
- To get knowledge and skills for socializing and acclimatizing the new entrants with the people, policies, programs and procedures in the organization.
- To get necessary KAP for assisting the new entrants into acquiring technical and behavioral competencies.

## Program Contents :

- Leadership Attributes and Styles
- Art of Listening and Counselling
- Developing Warmth in Work Relationship
- Responsibility Sharing and Delegation
- Interpersonal Effectiveness

## Specific take aways of the program include the following :

- The Mentor should be able to follow GROW Model (Goal, Reality, Option, Will) of Mentoring. They should have the necessary templates to use the GROW model.
- The Mentor should be aware of the DISC Analysis framework (Dominance, Influence, Steadiness, Compliance) to draw insights about the Mentee which will help him in setting developmental goals.
- The Mentor should have an understanding of FIRO-B framework for better appreciation of interpersonal relations orientation of the Mentee.
- The Mentor should have an insight of Johari Window and Transactional Analysis techniques to understand the behaviour pattern of the Mentee.
- The Mentor should have a fair understanding of critical incident analysis, constructive feedback giving, active listening.
- The Mentor should have a fair understanding of his Mentoring style.

Scheduled Dates	Who May Attend	Venue
MDP-1 May 20-22, 2019	E5-E7	IICM Ranchi
MDP-2 Sept. 23-25, 2019	E5-E7	
MDP-3 Feb. 17-19, 2020	E5-E7	

## **Executive Development Program for Young Managers (EDP)**

**Duration : 6 days**

### **Program Aim :**

To develop managerial & leadership abilities of young managers working at operational level

### **Program Objective :**

At the end of the program the participants should have developed an insight on :

- Contemporary challenges of coal sector in the overall energy scenario with SWOT analysis, quality, cost and profitability; basic understanding of company finance
- Procedural aspects of organization, viz., service rules including CDA and certified standing orders, IR and labour laws, tendering & procurement procedures, application of IT in mining and environmental clearance and R&R process
- Behavioral Process in Organization, including communication and interpersonal effectiveness, leadership and motivation

### **Program Contents :**

- Challenges of coal sector in the overall energy scenario with SWOT analysis
- Tendering & procurement procedures
- Environmental & RR issues
- IR and Labour Laws
- IT application in mining
- Service Rules-CDA rules & certified standing orders



- Basic Finance-Ratio, B/S Analysis, Capital Budgeting. Working Capital Management
- Communication skill, Interpersonal effectiveness
- Leadership, Team Building and Motivation

Scheduled Dates	Who May Attend	Venue
EDP-1 Apr 01 - 06, 2019	E3-E5	IICM Ranchi
EDP-2 Aug 19 - 24, 2019	E3-E5	
EDP-3 Feb 10 - 15, 2020	E3-E5	

## Project Management for Coal Companies (PMCC)

**Duration : 6 days**

### Program Aim :

The aim of the program is to provide training inputs with the objective to providing the participants a formal structured orientation into Project Management.

### Program Objective :

By the end of the program the participants shall be able to understand:

- Technical competence element of Project Management
- Contextual and Behavioural domains of Project Management
- Practicing managers and professionals will learn modern project management tools and techniques, scheduling of activities, resources and cost, and how to expedite projects by prudently sequencing activities. Will provide them a holistic view of project risks, quality, communication, leadership, PM team, project performance evaluation and project close out. The course would also help the participants to be proficient in using MS Project.

### Program Contents :

- Introduction to Project Management
- Project Analysis
- Project Organization structure
- Time Management, Network Exercises CPM/ PERT Analysis
- Resource Management and Cost Management
- Work Breakdown structure
- Application of Network techniques
- Quality Management
- Risk Management
- Communication Management in P.M.
- Case Study and Exercises

Scheduled Dates	Who May Attend	Venue
PMCC-1 Jun 17 - 22, 2019	E3-E7	IICM Ranchi
PMCC-2 Nov 25 - 30, 2019	E3-E7	
PMCC-3 Mar 23 - 28, 2020	E3-E7	

## Outbound Leadership Development Program with TSAF, Uttarkashi

**Duration : 5 days**

### Program Aim :

To develop leadership and team building skills through out-bound experiential learning method and discover the leadership potential in executives of CIL.

### Program Objective :

By the end of the program the participants will be able to understand and acquire insights in :

- Better understanding of resource myopia and to understand how to get optimal output with minimum number of resources using in efficient way
- How to work in a team & how to lead a team
- Efficient planning, communication & quick decision making skills
- Co-ordination, Synchronization, Situational leadership, Time Management
- Self-motivation, Empathy and Adaptability

### Program Contents :

Program is basically related to different activities which are done to improve/enhance following skills:


- Expedition Behavior
- Personal Competence
- Communication Skill
- Judgement and Decision Making
- Accepting Adversity & Uncertainty
- Gaining True Self Image and Self-Awareness

Scheduled Dates	Who May Attend	Venue
TSAF-1 Oct 14-18, 2019	Age above 40 years	Uttarkashi Uttarakhand
TSAF-2 Nov 18-22, 2019	Age below 40 years	





## Functional Skill Programs

- HR Audit, Analytics and Concepts of Competency Mapping (HRA)
  - Safety Management for Opencast Mines (SMO)
  - Safety Management for Underground Mines (SMU)
  - Functional Skill Program for HR (FSPHR)
  - Functional Skill Program for Finance(FSPFIN)
  - Functional Skill Program for Vigilance Officers(FSPVO)
  - Functional Skill Program for Medical Discipline (FSPM)
  - Hospital Management & Administration for GDMO (HMA)
- 



# HR Audit, Analytics and Concepts of Competency Mapping

**Duration : 5 days**

## Program Aim :

To give an analytical, investigative and comparative process feedback about HR functions to enable and know about the effectiveness of personnel programs.

## Program Objectives :

- To review every aspect of management of HR, to determine the effectiveness of each personnel program in an organization.
- To seek explanation and information in respect of failure and success of HR.
- To evaluate implementation of policies.
- To evaluate the performance of personnel staff and employees.

## Program Contents :

- HR Audit – Definition, Scope, Concept & Need
- Process & System
- Strength Based HR Audit
- HR as a system Perspective
- Analysis of an organisation
- Introduction of Competency Mapping and Skill Gap Analysis
- Different types of Competency Mapping and benefits
- Competency mapping as a best tool of Business Development and benefits of using competency model
- Importance of competencies in the organization and limitation of Competency Mapping
- Action Plan for Competency Mapping and Strategies to fill up the gap

- Integrating 360° feedback with Performance Management System
- Competency mapping process and its steps for career pathway development

Scheduled Dates	Who May Attend	Venue
HRA-1 Dec 02 - 06, 2019	E4 - E6	IICM Ranchi



# Safety Management for Opencast/ Underground Mines

**Duration : 5 days**

## Program Aim :

To make the participants aware of the importance of safety in every day production/organizational process

## Program Objective :

By the end of this program the participants shall be able to :

- Learn and inculcate safety culture and value.
- Learn various statutory and responsive requirements pertaining to mine safety.
- Develop work procedures and build system for effective performance of safety measures in mining initiatives.

## Program Contents :

- Standard Operating Procedure (SOP) in emergency situation.
- Machine Intelligence application in mines safety.
- Integrated approach in developing SMS in mines.
- Preparation for disaster management.
- Extra safe blasting procedure in coal mines.
- Preventing accidents in mines.
- SOP vis-a-vis work procedure.
- Awareness to people regarding safety with respect to coal mines.

Scheduled Dates	Who May Attend	Venue
SMO-1 July 22 - 26, 2019	E3 - E7	IICM Ranchi
SMU-1 Dec 16 - 20, 2019	E3 - E7	

## Functional Skill Program for HR Discipline (Personnel & Administration)

**Duration : 5 days**

### Program Aim :

To make participants understand new approaches to Human Resource Management and Industrial Relations in the changing business environment

### Program Objective :

At the end of the program the participants should have developed an insight on:

- Basic concepts: creating & fostering work culture, employee empowerment, industrial relations, contract labour laws, manpower planning
- Schemes and procedures: disciplinary procedures, PMS, grievance handling, pension and productivity linked bonus

### Program Contents :

- Overview of performance profile of CIL-key issues
- Changing boundaries of HRM, creating & fostering work culture
- Impact of wages on cost of Production and role of Personnel Executives in containing and controlling wage cost
- Manpower Planning-Job Analysis-Rationalization-Development of unskilled manpower
- Performance Appraisal System-PMS
- Key issues of Industrial Relations in Coal Sector
- Disciplinary procedures with judicial pronouncement
- Key issues in hiring & handling contractual workers
- Pension Scheme

- Productivity Linked Bonus
- Grievance handling and negotiating skills
- Employee Empowerment
- Succession Planning

Scheduled Dates	Who May Attend	Venue
FSPHR-1 July 22-26, 2019	Executives from HR / Personnel discipline (E3 to E6)	IICM Ranchi

## Functional Skill Programme for Finance

**Duration : 5 days**

### Programme Aim:

The aim of the program is to impart knowledge to the participants on their core working area in finance and also to make them aware of the recent developments in the areas of their work.

### Program Objective:

At the end of the program, participants should have developed an insight on the domain of work of a Finance Executive and also have an update on the related procedures and guidelines.

### Programme content:

- Finance Manual of CIL and General Financial Rules 2017
- Financial Concurrence with respect to reasonability, Propriety, DOP and Internal audit
- Corporate governance and internal control system
- Financial vetting of NITs (different aspects of vetting)
- Tax and duties issues in different contracts
- Costing and Budget in CIL
- Capital budgeting and other techniques of project evaluation
- Common irregularities during the finalization of contract - Vigilance perspective
- Fund and Treasury Management
- Recent developments in accounting and record keeping

Scheduled Dates	Who May Attend	Venue
FSPFIN-1 June 24-28, 2019	E3 - E6	IICM Ranchi

# Functional Skill Program for Vigilance Officers

**Duration : 3 days**

## Program Aim:

The aim of the program is to make the participants aware of the objectives of Vigilance functions in the Organisation. To develop their analytical skill. To make the participants aware of the prevalent guidelines and rules in Vigilance functions.

## Program Objective:

By the end of the program the participants will be able to understand

- Different rules, Acts and procedures pertaining to Vigilance functions
- Vigilance, CVC and CBI interface
- Activities and functioning of the Vigilance department in CPSE
- Ethics and Values in Vigilance functions

## Program Content:

- Examination of Complaints, Determination of Vigilance Angle, Preliminary Enquiry/Investigation.
- Drafting and processing of Vigilance Investigation Reports.
- Adhering to Timeline
- CVC-Role and Functions
- Provisions of Vigilance Manual with respect to PSU
- The Prevention of Corruption(Amendment) Act 2018
- CBI and CVC
- Role and Importance of Vigilance in an Organisation
- Role of CVO
- Disciplinary Proceedings
- Role of IO and PO
- Preliminary Hearing and Regular Hearing

- Evaluation of Evidence
- Defence assistant and his role
- Principle of Natural Justice
- POs Brief
- IOs Report and action on IOs Report
- Final Speaking Order of DA
- Punishment and its Effects
- Appeal, Review and Revision
- Mock Disciplinary Exercise
- Focus Areas in CIL for Vigilance
- Vigilance Clearance Module
- Ethics in Vigilance Administration

Scheduled Dates	Who May Attend	Venue
FSPVO-1 May 27-29, 2019	Officers posted in Vigilance Department	IICM Ranchi
FSPVO-2 July 29-31, 2019		
FSPVO-3 Nov 25-27, 2019		
FSPVO-4 Feb 17-19, 2020		

## Functional Skill Program for Medical Discipline

**Duration : 2 days / 3 days**

### Program Aim:

The aim of the program is to make the participants aware of the recent advancement in technology and make the participants aware of the recent researches in the respective medical fields with live demonstrations and workshops by experts.

### Program Objective:

By the end of the program the participants will be able to understand and gather an insight into the recent advancement in technology and approach in the fields of:

- Surgery
- Gastroenterology
- Gynaecology & Paediatrics
- ENT
- Critical Care & Medicine
- Eye

### Program Content:

Workshops and Clinical Classes in the respective medical fields in association with Gandhinagar Hospital, CCL, Ranchi

Scheduled Dates	Who May Attend	Venue
FSPM-1 Apr 25-27, 2019	E3-E6	IICM Ranchi
FSPM-2 May 02-03, 2019	E3-E6	
FSPM-3 Jul 18-20, 2019	E3-E7	
FSPM-4 Aug 30-31, 2019	E3-E6	
FSPM-5 Sep 20-21, 2019	E3-E6	
FSPM-6 Mar 23-24, 2020	E3-E7	

## Functional Skill Program : Hospital Management & Administration for GDMO

**Duration : 5 weeks**

### Program Aim :

To manage hospitals effectively with new aspects in public health delivery system.

### Program Objective :

At the end of the program the participants should have developed an insight on:

- Concepts and issues in hospital management; update on epidemics, risk management and fire fighting, security services, national health policy.
- IT & HRM, PR issues, Consumer Protection Act, RTI Act, equipment management, EMS, laboratory services, ICU management, housekeeping and nursing services, diagnostic and image services, hospital infection control.
- Application of management techniques to medical health care: organizational behavior in hospitals, risk management, medical audit, medical records, store inventory and purchase.

### Program Contents :

- Planning and evaluation of medical services and medical audit
- Application of management techniques to medical care institutions
- Managing Organization Behavior - HRM, PR and IT in hospitals
- Hospital statistics and its utility for hospital management
- Hospital security, Fire Fighting and Risk Management
- National Health Policy; Consumer Protection Act; RTI Act



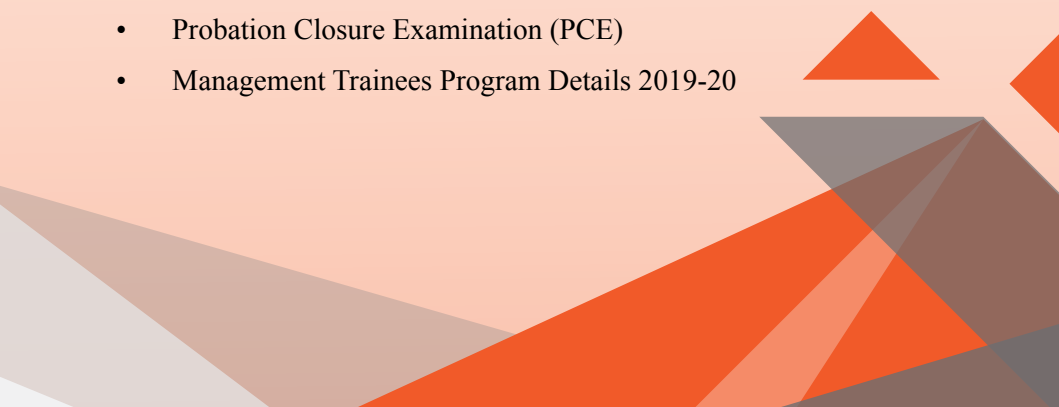
- Ethical issues, Stress and time management in hospitals
- Medical records, store inventory and purchase
- Equipment Management, Housekeeping and Nursing Services
- EMS, ICU Management; Laboratory, Diagnostic and image services
- Group work and presentations; visits to hospitals

Scheduled Dates	Who May Attend	Venue
HMA-1 Jan 27 - Feb 29, 2020	E-6 (GDMOs-MBBS)	IICM Ranchi





## **Programs for Management Trainees**

- Training of Management Trainees: Present Scenario
  - Induction Training Program for New Entrants in Coal Mining
  - Technical Skill Development Program –E&M (TSDP-1)
  - Technical Skill Development Program –Environment (TSDP-2)
  - Technical Skill Development Program –Excavation (TSDP-3)
  - Technical Skill Development Program –Civil (TSDP-4)
  - Technical Skill Development Program –Geology (TSDP-5)
  - Technical Skill Development Program –Mining (TSDP-6)
  - Functional Skill Development Program –Personnel/HR (FSDP-1)
  - Functional Skill Development Program –Marketing & Sales (FSDP-2)
  - Functional Skill Development Program –Finance (FSDP-3)
  - Functional Skill Development Program –Materials Management (FSDP-4)
  - Managerial Skill Development Program (MSDP)-Common for All Disciplines
  - On Job Training for Management Trainees
  - Probation Closure Examination (PCE)
  - Management Trainees Program Details 2019-20
- 

## Training of Management Trainees Present Scenario

The following structure of one-year training of MTs has been conceived and designed by IICM :

Sl. No.	In-house Training Programs at IICM	Duration
1.	Induction Program (IND)	2 weeks (12 days)
2.	Technical Skill Development Program (TSDP)	2 weeks (12 days)
3.	Functional Skill Development Program (FSDP)	2 weeks (12 days)
4.	Managerial Skill Development Program (MSDP)	2 weeks (12 days)

### Brief Introduction of Training Programs of Management Trainees :

- 1. Induction Training:** After getting the Appointment letter all Management Trainees attend a two-week Induction Training Program at IICM. The objective of this program is to familiarize the new entrants with coal industry in general and orient them towards company systems, structures, policies and procedures, so that they can appreciate CIL's Vision, Mission, Objectives and Goals. This program is mandatory for MTs of all disciplines.
- 2. Technical Skill Development Program (Technical MTs):** This is the Functional training designed for the Technical MTs. The objective of this program is to make the technical MTs (Mining, Excavation, E&M, Civil, MM, System, E&T, Environment, Geology, IE etc.) aware about the nuances of their own function in the company. This program is mandatory for MTs of Technical disciplines.
- 3. Functional Skill Development Program (Non- technical MTs):** The objective of this program is to make aware the Non - technical MTs (Finance, S&M, HR/P, Community Development, Legal, Raj Bhasha etc.) about the nuances of their own function in the company. This program is mandatory for MTs of Non – technical disciplines.
- 4. Managerial Skill Development Program:** The objective of this

program is to make the participants able to develop management acumen essential for Frontline Managers. This program is mandatory for MTs of all disciplines.

5. **On Job Training (At place of posting of respective MT):** 46 weeks of on the job training program. IICM has provided discipline wise modules to all HRD heads of CIL subsidiaries. During On Job training, MTs learn about their Functional as well as cross functional activities in coal production.
6. **Probation Closure Examination (PCE):** At the end of one-year probation period, all MTs have to attend the probation closure examination at IICM. For appearing in this examination MTs must have attended all the above in - house training programs at IICM. They also have to undergo field training at their place of posting before appearing in probation closure examination. Their probation period comes to an end after being successful in this examination and after meeting other conditions prescribed by Coal India Ltd.

## Induction Training Program for New Entrants in Coal Mining

**Duration : 12 days**

### Program Aim :

To prepare the MTs as frontline managers for taking up organizational challenges and responsibility.

### Program Objective :

To familiarize the new entrants with coal industry in general and acquaint them towards company systems, structures, policies and procedures so that they can appreciate CIL's Vision, Mission, Objectives and Goals.

### Program Contents :

- Management Exercise on Team Building
- Status and challenges of Coal Industry across the world
- History of coal mining and evolution of Coal India; its Vision, Mission, Strategies, MOUs, Organizational structure, systems and processes
- Coal Geology – subsidiary wise coal deposits and grades. Comparison of coal in CIL with that of other countries
- Mine planning procedures and role of CMPDIL; method of determining mine capacity and its life
- Selection of technology, equipment and their capacity
- Different stages in starting a new mine – issues like Land acquisition, Rehabilitation and Re-settlement.
- Mining hazards and safety in mines
- Introduction to Opencast coal mining technology and Equipment
- Introduction to Underground coal mining technology and Equipment
- Coal beneficiation and Quality control
- Financial Management in CIL
- Conduct, Discipline and Appeal Rules – CDA Rules

- CIL rules for career growth of executives – CCC
- Role of Vigilance in CIL
- Role of Corporate Communication and Public Relation
- Introduction of PMS (Performance Management System) for organizational development
- Sustainable Development, Corporate Social Responsibility, Community development and Welfare practices in CIL
- Health Services in Coal India
- Ethics and Values
- Visit to coal mine, Coal museum, Local industries / CMPDIL
- Extramural sessions on contemporary issues (in evening after normal sessions)

Scheduled Dates	Who May Attend	Venue
IND-1 Nov. 18-30, 2019	Mine Operators, State PSUs, Central PSUs & other Govt. Organizations	IICM Ranchi
IND-2 Feb. 03-15, 2020		

## Technical Skill Development Program (TSDP) – E & M

**Duration : 12 days**

### Program Aim :

To acquaint the MT(E&M) with prevailing Power Management System, Underground Equipment Maintenance and Electrical Safety for improved productivity.

### Program Objective :

At the end of this program, the participants should be aware of:

- Power management system in Opencast and Underground mines
- Maintenance of Underground and Coal Beneficiation plant and equipment
- Maintenance of Electrical Installations in Townships, Safety in mines

### Program Contents :

- Role of E&M Engineers in Opencast and Underground Coal mines
- Electrical safety rules and DGMS statutes for O/C and U/G mines
- Provisions of Electricity Act and Rules
- Management of Electrical sub – stations, Distribution and Transmission
- Maintenance of Transformers, Cables, Earthing, Bus Bars, Switches, Insulation, Control Panels etc.
- Crushers, Bunkers, Conveyors, In – pit crushers, Rapid Loading system
- Maintenance of Longwall equipment and Continuous miner panel
- IT in coal mining – Operator Independent Truck Dispatch system
- Preventive maintenance (Flame Proof enclosures & Intrinsically safe equipment
- Operation and maintenance of U/G face machines; SDL, LHD



- Transport in Underground mines by haulages
- Horizontal transport, Vertical transport – Classification of winders
- Pumping system in mines – O/C and U/G
- Electrical Energy conservation, energy audit (ISO 50001) and Power tariff

Scheduled Dates	Who May Attend	Venue
TSDP-1 June 03-15, 2019	MTs (E&M)	IICM Ranchi

## Technical Skill Development Program (TSDP) – Environment

**Duration : 12 days**

### Program Aim :

The aim of this program is to impart required knowledge and skill pertaining to environment management to the Management Trainees (Environment Engineering) who have recently joined Coal India Ltd. The program also aims to facilitate these Management Trainees in their transition to be effective Environmental Managers at Coal India Ltd.

### Program Objective :

At the end of this program, the participants should be aware of:

- The current environmental issues and challenges being faced by the coal industry
- Various statutory and regulatory requirements pertaining to environment and Forest clearance for ongoing as well as future projects in CIL
- Develop work procedures and build system for effective performance of environmental measures, mitigating adverse effects due to mining
- Be an active member in mining team to achieve highest safety and environmental standards

### Program Contents :

- Environmental Impact Assessment (EIA) and Terms of Reference (TOR)
- Forestry Clearance processes in mining sector
- Techniques and Tools of Project Report Preparation
- Environmental Auditing
- Attributes of Mine Planning
- Forest and Sustainability
- Use of GIS in Environmental Management

- Ecology and Biodiversity
- Environmental clearances of Coal mining projects
- Fly Ash backfilling in mine voids, Legislation, Environment issues and management
- Corporate Social Responsibility (CSR) and its present status in CIL – Resettlement, Rehabilitation issues
- Baseline Environmental Data generation and Tender document preparation
- Environmental Management Legislative Framework
- Environmental Laws and SPCB role towards Pollution Control
- Solid Waste Management
- Watershed development and Water conservation
- Acid mine drainage
- Occupational Health
- Biodiversity and Environment Management
- Noise Pollution, its measurement and analysis
- EIA Notification 2006 and EC process
- Eco system and carrying capacity
- Water pollution control measures in coal mining areas
- Impact on Biodiversity due to Coal mining
- Slope Stability and management
- Fire and its management in O/C and U/G mines
- Subsidence – Causes, effects and prevention
- Field visits and Study tour

Scheduled Dates	Who May Attend	Venue
TSDP-2 Jun 03-15, 2019	MTs (Envnt.)	CMPDI Ranchi

## Technical Skill Development Program (TSDP) – Excavation

**Duration : 12 days**

### Program Aim :

To acquaint the MT (Excavation) with prevailing Technology and Maintenance practices of HEMM, Maintenance of Availability norms and nuances of HEMM procurement in CIL.

### Program Objective :

At the end of this program, the participants should be aware of:

- Present and upcoming technology in HEMM (Heavy Earthmoving Machinery)
- Maintenance practices of Opencast HEMM
- Norms of Availability and its maintenance
- Nuances of HEMM and Spares procurement

### Program Contents :

- Opencast mining equipment and their key features – Shovel, Dumper, Dozer, Dragline, Drill etc.
- Maintenance of Opencast equipment – Infrastructure for maintenance of HEMM in CIL.
- Condition Based Maintenance (CBM)
- Procurement procedure of HEMM
- New concepts in maintenance – TPM, RCM
- Outsourcing of maintenance – MARC
- Capacity Utilization and Productivity of Opencast mines; Output norms – Availability and Utilization norms of HEMM
- Sub – assemblies in HEMM – their brief description and mechanism (Engine, Transmission, Final Drive, Hydraulic Cylinders, Gear boxes, Hydraulic pumps, Safety Valves etc.)

- Pneumatics and Brake system in HEMM
- Procurement system of HEMM and Spares
- IT in coal mining – TDS, OITDS
- HEMM tyre maintenance and management
- Haulroad maintenance and effect on OTR tyres and equipment
- Electrical system of HEMM and its maintenance
- Hydraulic system of HEMM and its maintenance
- Reclamation and repair of structures of HEMM – Welding Technology
- Tribology – The science dealing with Wear, Friction and Lubrication. Safety measures of moving and rotating parts of equipment
- Field visits and Study tour

Scheduled Dates	Who May Attend	Venue
TSDP-3 June 24 - July 06, 2019	MTs (Excv)	IICM Ranchi

## Technical Skill Development Program (TSDP) – Civil

**Duration : 12 days**

### Program Aim :

To acquaint the MT(Civil) with prevailing Contract Management procedure and their role in Construction and Maintenance of mining infrastructure including township.

### Program Objective :

At the end of this program, the participants should be aware of:

- Civil Engineering manual of CIL
- Award of work through e – tendering
- Industrial Structures of coal mines
- Water Management
- Design, construction and maintenance of civil Infrastructures
- Role of Civil Engineering in Environmental Management

### Program Contents :

- Design, construction and maintenance of Sewerage Treatment Plant
- Design, construction and maintenance of Haul roads and other types of roads
- Quality control in Civil Engineering works
- Role of Civil Engineers in Environmental Management
- Introduction to Civil Engineering Manual of CIL
- Award of contract through e – tendering
- Introduction to Industrial structures in coal mines – CHP, CPP, Work Shops, Underground structures, Railway siding
- Design, construction and maintenance of Water treatment plant and Effluent Treatment Plant, Water Quality Management
- Town administration and its importance
- Field visits and Study tour

Scheduled Dates	Who May Attend	Venue
TSDP-4 July 22- Aug 03, 2019	MTs (Civil)	IICM Ranchi

## Technical Skill Development Program (TSDP) – Geology

**Duration : 12 days**

### Program Aim :

To acquaint the MT (Geology) with coal geology, coal exploration, chemical and physical analysis of coal and coal beneficiation.

### Program Objective :

At the end of this program, the participants should be aware of:

- Coal and Lignite deposits in India
- Coal exploration and interpretation of collated data
- Chemical, Physical and Petrographic Analysis of coal
- Geological Information System

### Program Contents :

- Introduction to coal and lignite deposits of India
- Sedimentary geology, Coal geology, Hydrogeology
- Basin Analysis, Petrographic analysis, Chemical analysis of coal
- Coal exploration, Coal Beneficiation
- Clean Coal Technology, Mining technology
- Coal Bed Methane (CBM)
- Geophysical methods for coal exploration
- Geostatistical application
- Geological Information System, economic geology
- Interpretation of Geological maps
- Field data acquisition and processing
- Geological data processing and modeling with computer application
- Laboratory analysis
- Field visits and Study tour

Scheduled Dates	Who May Attend	Venue
TSDP-5 Sept. 02-14, 2019	MTs (Geo.)	CMPDI Ranchi

## Technical Skill Development Program (TSDP) – Mining

**Duration : 12 days**

### Program Aim :

To acquaint the MT (Mining) with prevailing technology at CIL and expose them to latest trends for safe production and improved productivity.

### Program Objective :

At the end of this program, the participants should be aware of :

- Technology used in Opencast mines of CIL
- Technology used in Underground mines of CIL
- Latest technology available in the world of coal mining
- Production and Productivity issues in CIL mines
- Trends in Safety and Environmental issues

### Program Contents :

- Coal – Deposit and types: access to the mineral deposits – Shaft sinking, Incline driveage.
- Sustainable choice of mining technology
- Planning and operating an Opencast mine
- HEMM deployment and resource utilization
- Design, construction and maintenance of Haul Roads
- Explosives used in mining; Blasting activities
- Water management in mines – improving pumping efficiency
- Electrical and mechanical safety rules; DGMS statutes, circulars
- Fire management – detection, dealing, prevention and control
- Risk Assessment and Safety management in mines
- Pit and Slope stability



- Bulk Material Handling System
- Highwall Mining
- Evolving technologies in Opencast mines
- IT in coal mining
- Truck Dispatch System
- Planning and operating an Underground mine
- Mine Ventilation and workplace environment
- Strata management in Underground mines
- Precision Survey for prevention of Inundation in Underground mines
- Mass production technology in Underground-
  - Longwall mining
  - Shortwall mining
  - Continuous Miner panel
- Coal Preparation in Underground mines
- Transportation in Underground mines – Vertical & Horizontal
- Prevention of explosion in Underground mines
- Communication system in Underground mines
- Pumping in Underground mines
- Disaster Management.
- Field Visit & Study Tour

Scheduled Dates	Who May Attend	Venue
TSDP-6 Sept. 02-14, 2019	MTs (Mining)	IICM Ranchi

## Functional Skill Development Program (FSDP) – HR/Personnel

**Duration : 12 days**

### Program Aim :

To acquaint the MT (HR/Personnel) with prevailing Human Resource Management system, IR scenario, Legal issues, Welfare practices and Role of PR in CIL.

### Program Objective :

At the end of this program, the participants should be aware of:

- Recruitment of manpower and function of establishment section of CIL.
- Human Resource Information System (HRIS)
- Performance Management System (PMS)
- Management of IR and Trade Unions
- Employee Grievance Redressal system and Legal issues
- Employee Welfare Practices
- Role of PR

### Program Contents :

- Manpower Recruitment Process at CIL
- Structure of Manpower and nomenclature
- Cadre scheme of employee and dealing with promotion
- CIL Service Rules
- Procedure and mechanism of Joint Bipartite Consultative Committee of Industries (JBCCI) and National Coal Wage Agreement (NCWA)
- Collective Bargaining, Participative Management, Relationship with Trade Unions
- Certified Standing Orders, Departmental/Domestic Enquiry, Reservation Policy of GOI for SC/ST/OBC/PH, Roster for appointment and promotion

- RTI Act, 2005
- The Contract Labour (R&A) Act, 1970
- The Industrial Dispute Act, 1947
- The Payment of Wage Act, 1936
- The Trade Union Act, 1926
- Workmen's Compensation Act, 1923
- Mines Act, 1952 and Mines Rules, 1957
- The Minimum Wages Act, 1948
- The Payment of Gratuity Act, 1972
- The Payment of Bonus Act, 1965
- The Coal Mines Pension Scheme, 1998
- CMPF and Miscellaneous Provision Act, 1948
- The Maternity Benefit Act, 1961
- Apprentices Act, 1961
- Employment on compassionate ground – CIL rules and provisions
- Outsourcing in CIL
- Performance Management System (PMS), Performance Appraisal
- Method of conciliation proceedings and dispute settlement
- Mechanism of handling grievance and various forums
- Provision of Leave, TA, LTC, HRA, Medical Attendance Rules of Executives and non-executives
- Salary and Wages administration and Post-Retirement benefits
- Employment related Court cases, Award and Supreme Court decisions
- Succession Planning
- Field visits and Study tour

Scheduled Dates	Who May Attend	Venue
FSDP-1 Jun 24- July 06, 2019	MTs (HR)	IICM Ranchi

## Functional Skill Development Program (FSDP) – Marketing & Sales (M & S)

**Duration : 12 days**

### Program Aim :

To acquaint the MT (M & S) with prevailing coal products, domestic and global market of coal, coal pricing mechanism and Fuel Supply Agreement.

### Program Objective :

At the end of this program, the participants should be aware of:

- Different products of coal and their characteristics
- Coal marketing in the monopoly market
- Coal Pricing mechanism and e-auction
- Logistics in coal marketing
- Fuel Supply Agreement and its impact
- Value addition to different types of coal

### Program Contents :

- Product: Introduction to coal, its different nature and traits
- Coal market (Domestic and Global) dynamics and its segmentation
- Quality of coal, Grade declaration, UHV, GCV
- Coal pricing mechanism – Past, Present and future practices
- Fuel Supply Agreement (FSA) – Its impact
- Logistics in coal marketing: past experience, current trend and future planning; siding and its maintenance
- Coal stock management and transportation, Rail – Road interface with coal transport
- Coal Sale billing, Realization / Reconciliation
- Quality control and customer satisfaction
- MIS in Marketing Management and database of marketing

- People factor in coal sales: Team building with Technical Inspectors, Siding Supervisors
- Relationship management with clients, Key Accounts Management, Dispute Settlement, Customer complain dealing – On-line / Off-line
- e-auction process, Internet bidding on coal prices
- Concept of EMD, Its refund process, Implications due to non – delivery of coal
- Demurrage concept and control mechanism
- Rake loading, Rapid Loading System, Interaction with Railway authorities
- Filing of appeal, Co-ordination with Legal department
- Field visits and Study tour (Sidings, Coal Stock, CHP/ CPP)

Scheduled Dates	Who May Attend	Venue
FSDP-2 July 03-15, 2019	MTs (M&S)	IICM Ranchi

## **Functional Skill Development Program (FSDP) – Finance**

**Duration : 12 days**

### **Program Aim :**

To acquaint the MT(Finance) with prevailing Financial Management in CIL, nuances of prevailing financial practices and CIL's contribution towards country's economic growth.

### **Program Objective :**

At the end of this program, the participants should be aware of:

- Coal India's contribution towards country's Economic Growth and Energy Security
- Prevailing Financial Management & Nuances of Financial practices in CIL
- Relevant Acts, Taxes and Manuals

### **Program Contents :**

- Coal India's Objective, its integration with country's energy policy
- Issues related to Concurrence of Financial proposals with reference to Reasonability, Propriety, DOP, Internal Audit and Corporate Governance
- Costing and Budgeting in CIL, Project costing and evaluation
- Cost Record Rule and Cost Accounting Standards
- Companies Act 2013, Goods and Service Tax
- Service Tax and Excise in CIL
- Finance Manual, Purchase Manual, Civil Manual
- Common errors in Contract and Tender from vigilance point of view
- Financial issues in Equipment procurement and maintenance
- Enterprise Risk Management
- Field visits and Study tour

<b>Scheduled Dates</b>	<b>Who May Attend</b>	<b>Venue</b>
FSDP-3 Aug 12-24, 2019	MTs (Fin)	IICM Ranchi

## Functional Skill Development Program (FSDP) – Materials Management (MM)

**Duration : 12 days**

### Program Aim :

To acquaint the MT(MM) with prevailing role and functions of Materials Manager; Inventory control and Spare Parts Management; Supply chain management and relevant manuals and E-procurement in Coal India Ltd.

### Program Objective :

At the end of this program, the participants should be aware of:

- Role of Materials Managers, importance and functions
- Contract Management and related Manuals
- Inventory control and Spare Parts Management and related Manuals
- Supply Chain Management
- e-Procurement and related issues

### Program Contents :

- Role of Materials Manager, importance and functions
- Contract Management and related issues
- Purchase procedures – A general approach
- Indent and Material Budget
- Stores and Purchase manual – Key features
- Spare Parts Management
- Tendering process / Type of Tenders
- Supply Chain Management
- e-Procurement
- Inventory control and Stores Management
- Scrap disposal and Survey off – Concept and process

- Issues related to Material handling, Loss due to theft, Pilferage / Fire and Mechanism to control
- Role of Ancillaries in procurement process and its development
- Inspection of Ancillary / Revival of sick ancillary
- Legal issues in Purchase and Procurement
- Online Materials Management System
- Physical verification of store items, Issues of Purchase order/ Documentation and track of Purchase orders
- Accounting in Materials Management
- Cash Management System in Materials Management
- Field visits and Study tour

Scheduled Dates	Who May Attend	Venue
FSDP-4 Aug 26- Sept. 07, 2019	MTs (MM)	IICM Ranchi



## Managerial Skill Development Program (MSDP) – Common for All Disciplines

**Duration : 12 days**

### Program Aim :

To develop the MTs by making them aware of management theories and practices in various functional domains for accomplishing organizational objectives.

### Program Objective :

At the end of this program, the participants would be able to develop management acumen essential for Frontline Managers.

### Program Contents :

- Coal sector – A profile: Threats and Challenges
- SWOT Analysis of Coal India
- Planning, Organizing, Staffing, Directing, & Controlling
- Role of Frontline Manager
- Time Management
- Interpersonal Skills
- Leadership and Team Building
- Communication and Presentation Skill
- Industrial Dispute Act, 1947 and RTI ACT, 2005
- Mines Act, 1952
- Corporate Social Responsibility and its importance
- Financial Management
- ERP – A tool for organizational growth
- Etiquettes and Behaviour of a Frontline Manager
- Inventory Control and Spare Parts Management
- Contract Management and procurement procedures
- Internal Customer Satisfaction and TQM
- Management exercise / Outbound program

Scheduled Dates	Who May Attend	Venue
MSDP-1 Apr 01-12, 2019	MTs (Multi Discipline)	IICM Ranchi
MSDP-2 Apr 22- May 04, 2019		
MSDP-3 Nov 04-16, 2019		
MSDP-4 Dec 23-Jan 04, 2020		

## On Job Training for Management Trainees

**Duration : 46 weeks**

### Program Objective :

During their one-year training period, apart from the training days at IICM, Ranchi, MTs undergo on the job field training at their respective places of posting.

Hands-on field training, depending upon the stream the Management Trainee belongs has been conceptualised to expose the fresh Management Trainees of CIL to the coal mining operation and support systems. The Management Trainees are required to study all the relevant systems & sub-systems of their respective discipline as well as other allied activities to acquire functional as well as cross functional competencies.

### Probation Closure Examination (PCE)

**Duration : 1 day**

Management Trainees are required to appear in a probation closure examination at the end of their training period. The probation period of management trainees is closed after their clearing of the said examination, and meeting other conditions prescribed by Coal India Ltd.

## Management Trainee Programs Details 2019-20

Technical Skill Development Program (TSDP)						
Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	TSDP-1	Technical Skill Development Program	12	MTs (E&M)	June 03-15, 2019	B P Singh
2	TSDP-2	Technical Skill Development Program	12	MTs (Envnt.)	June 03-15, 2019	STC, CMPDI
3	TSDP-3	Technical Skill Development Program	12	MTs (Excav.)	June 24- July 06, 2019	Ramesh Kumar & S B Puhan
4	TSDP-4	Technical Skill Development Program	12	MTs (Civil)	July 22- Aug 03, 2019	Divyasanu Pandey
5	TSDP-5	Technical Skill Development Program	12	MTs (Geo.)	Sept 02-14, 2019	STC, CMPDIL
6	TSDP-6	Technical Skill Development Program	12	MTs (Mining)	Sept 02-14, 2019	Bijay Kishore
Functional Skill Development Program (FSDP)						
1	FSDP-1	Functional Skill Development Program	12	MTs (HR)	June 24-July 06, 2019	Tina Roy
2	FSDP-2	Functional Skill Development Program	12	MTs (M&S)	July 03-15, 2019	S B Puhan
3	FSDP-3	Functional Skill Development Program	12	MTs (Fin)	Aug. 12-24, 2019	Anshul Agarwal
4	FSDP-4	Functional Skill Development Program	12	MTs (MM)	Aug 26- Sept 07, 2019	G K Vaishnav
Managerial Skill Development Program (MSDP)						
1	MSDP-1	Managerial Skill Development Program	12	MTs (Multi Discipline)	April 01-12, 2019	Ajit Singh
2	MSDP-2	Managerial Skill Development Program	12	MTs (Multi Discipline)	April 22-May 04, 2019	B P Singh
3	MSDP-3	Managerial Skill Development Program	12	MTs (Multi Discipline)	Nov 04-16, 2019	B P Singh
4	MSDP-4	Managerial Skill Development Program	12	MTs (Multi Discipline)	Dec 23, 2019-Jan 04, 2020	S B Puhan



## Thematic Programs

- Case Study Methodology (CSM)
- Contact Class for Professional Diploma in Contract Management (PDCM)
- Contract Management: Procurement of Goods, related guidelines (CPMG)
- Contract Management-Procurement of Works and Services, related guidelines (CPWS)
- Enterprise Risk Management (ERM)
- Equipment Capacity Utilization (ECU)
- Mining for Non- Mining Executives(MNM)
- Preparatory Program for Retiring Executives (PRE)
- Programme on Legal Issues(PLI)
- Vigilance Awareness Program(VA)
- Stress Management through self-management with SVYASA, Bengaluru
- Corporate Image Building (CIB)
- e-Office (EO)
- Land Acquisition & RR (LARR)
- Programme on CIL Manuals (PCM)
- Gender sensitization (GS)
- Use of Rajbhasa (RAJ) राजभाषा का प्रयोग

## Case Study Methodology

**Duration : 3 days**

### Program Aim :

The aim of this program is to disseminate and generate industry wisdom with aid of specific case studies and developing customized procedures/ processes in developing case studies in coal/mining industry.

### Program Objective :

By the end of this program, the participants shall be able to:

- Understand relevance of case learning and teaching method in organizational setting
- Develop Case Writing Skills
- Identify and accept a topic to write a case and submit it in about three months time

### Program Contents :

- Case studies
- Preparing Learning/Teaching notes
- Framing questions for discussions
- Generation of industry wisdom and its documentation
- Art of Interviewing in case study
- Writing skill of a case study

Scheduled Dates	Who May Attend	Venue
CSM-1 Jan 20-22, 2020	E5-E7	IICM Ranchi

## Contact Class for Professional Diploma in Contract Management

**Duration : 12 days**

### Program Aim :

The aim of the program is to impart knowledge to the participants about the relevant guidelines and manuals, processes and techniques, statutory rules and common irregularities related to contracts dealing with contracts and public procurement as a whole.

### Program Objective :

By the end of this program the participants shall be able to understand:

- Procedures and management of contracts related to public procurement.
- Best practices in this field and to sensitize them about the common irregularities found in the process.

### Program Contents :

- General Financial Rules - 2005
- Designing of Bid Documents
- Procurement of Goods.
- Procurement of Works.
- e-Procurement.
- Procurement of Medicines for Hospitals
- Global Tender
- CVC Guidelines on Tenders and Contract Management.
- Taxes and Duties Issues in Contracts.
- Common Irregularities in Tenders and Contract Management.
- Integrity Pact.

Scheduled Dates	Who May Attend	Venue
PDCM-1 Jul 20-Aug 01, 2019	Enrolled candidates	IICM Ranchi

## **Contract Management : Procurement of Goods, related guidelines**

**Duration : 4 days**

### **Program Aim :**

The aim of the program is to impart knowledge to the participants about the relevant guidelines and manuals, processes and techniques, statutory rules and common irregularities related to contracts dealing with procurement of goods.

### **Program Objective :**

By the end of this program the participants shall be able to understand :

- Procedures and management of contracts related to procurement of goods.
- Best practices in this field and to sensitize them about the common irregularities found in the process.

### **Program Contents :**

- Designing of Bid Document.
- Purchase Manual of CIL.
- Procurement of New Technologies.
- CVC Guidelines on Tenders and Contracts.
- Taxes and Duties Issues in Contract.

Scheduled Dates	Who May Attend	Venue
CMPG-1 Apr 08-11, 2019	E3-E7	IICM Ranchi
CMPG-2 Oct 14-17, 2019	E3-E7	



## Contract Management : Procurement of Works & Services, related guidelines

**Duration : 4 days**

### Program Aim :

The aim of the program is to impart knowledge to the participants about the relevant guidelines and manuals, processes and techniques, statutory rules and common irregularities related to contracts dealing with procurement of works and services.

### Program Objective :

By the end of this program the participants shall be able to understand :

- Procedures and management of contracts related to procurement of works and services.
- Best practices in this field and to sensitize them about the common irregularities found in the process.

### Program Content :

- Integrity Pact in Contract Management.
- Designing of Bid Document.
- Civil Engineering Manual of CIL.
- e-Tendering.
- Common Irregularities in Tenders and Contracts (Procurement of Works).
- Taxes and Duties Issues in Contract.

Scheduled Dates	Who May Attend	Venue
CMPWS-1 Sept. 02-05, 2019	E3-E7	IICM Ranchi
CMPWS-2 Dec. 09-12, 2019	E3-E7	IICM Ranchi

## Enterprise Risk Management

**Duration : 3 days**

### Program Aim :

This training program is aimed to develop a comprehensive understanding of the participants towards company's risk assessment and its management.

### Program Objective :

By the end of this program the participants shall be able to understand :

- Nature of Coal India's business and various types of risk
- Simple, systematic and effective tool to identify risks to the business, assessment and its prioritization.
- How to assess and what should be its mitigation plan.
- Clause 49 of listing agreement and Companies Act, 2013
- Quantification of risk, analyze and interpret risk matrix, move beyond compliance to value protection

### Program Contents :

- Coal India's Objective, its integration with Country's Economy and Energy Policy
- Risk Assessment & Developing risk Matrices
- Enterprise Risk Management
- Risk in Coal Mining
- Quantitative Aspects of Risk Management
- Financial Risk Management

Scheduled Dates	Who May Attend	Venue
ERM-1 July 01-03, 2019	E4-E7	IICM Ranchi

# Programme on Equipment Capacity Utilization

**Duration : 3 days**

## Program Aim :

The Program is aimed at providing technical knowhow to participants in related field.

## Program Objectives :

Participants will enhance and improve in areas of expert knowhow.

## Program content :

- Surface Mining Methods (Strip Mining & Terrace Mining)
- Operation for Surface Mining Methods
- Equipment Configuration & Technical Specifications of all Open Cast Equipment
- Drilling & Blasting Design as per Required Production Rate
- Haul Road & OTR to match Equipment Annual Productivity
- Annual Productivity of Dragline, Drills & Dozers
- Annual Productivity of Loading & Hauling Equipments
- Surface Mine Service Infrastructure including Mine Water Reticulation
- Capacity utilization of Open Cast Mine

Scheduled Dates	Who May Attend	Venue
ECU-1 Sept 10-12, 2019	E3-E7	IICM Ranchi
ECU-2 Nov 18-20, 2019	E3-E7	

## Mining for Non Mining

**Duration : 3 days**

### Program Aim :

To make the participants aware of the legislations to be followed, best safety techniques & practices and general working of the coal mines.

### Program Objectives :

By the end of the program, the participants would become fully aware of the workings of the coal mines and generally become aware of the legislations, circulars and safety practices used in mines.

### Program Contents :

- Mines Act and Subordinate Legislation
- Opencast and underground working
- Inundation
- Mine fire
- Mine Explosion
- Dust
- General Lighting
- Mine hazard
- Haulage and winding
- CEAR 2010
- Explosive and Blasting
- Safety Management Plan
- Mines safety
- CMR 1957 and DGMS Circulars

Scheduled Dates	Who May Attend	Venue
MNM-1 Jul 08-10, 2019	Executives of all Discipline	IICM Ranchi
MNM-2 Mar 02-04, 2020		

# Preparatory Program for Retiring Executives

**Duration : 3 days**

## Program Aim :

To prepare retiring executives with respect to managing personal finance, health and emotional issues.

## Program Objective :

By the end of this program the participants will be able to gather helpful insights into :

- Managing post retirement finance, investments, tax liabilities and testimony
- Wellness and health care for aging population
- Managing emotional issues common to post retirement life

## Program Contents :

- Preparing for Retirement – an Overview
- Psychological Aspects of Retirement
- Health & Quality of Life
- Management of Personal Finance & Financial Independence
- Post Retirement Benefits w.r.t. CIL
- Time Management – Negotiating with Sudden Void
- Post Retirement Living Arrangements, Social & Behavioural Changes
- Strength through Spirituality

Scheduled Dates	Who May Attend	Venue
PRE-1 May 27-29, 2019	Executives Above 58 years	IICM Ranchi
PRE-2 Aug 26-28, 2019		
PRE-3 Oct 03-05, 2019		
PRE-4 Feb 03-05, 2020		

## Program on Legal Issues

**Duration : 3 days**

### Program Aim :

To make the executives aware of legal procedure and its implications.

### Program Objectives :

- To generate awareness about service rules and their ethical value
- Concept of legal writing & methodology
- How to identify facts from available information
- How to avoid the illegal issues with practical approach

### Program Contents :

- Process of identifying issues which may turn into legal cases in future against the company, definition of legal issues
- Common examples/types of legal issues in Coal Industry
- What is IRAC Method. Preparation of legal draft
- Service rules and regulations and its importance for ethical practice in job
- Role and importance of facts for legal Analysis
- Legal and ethical issues in Coal India Ltd
- Legal binding for implementation of the decisions of tribunal, High Court & Civil Court for the company
- Legal issues related to termination of services from the company and other labour issues
- Steps to be taken in case of breach of contract
- Types of legal cases related to land

Scheduled Dates	Who May Attend	Venue
PLI-1 May 20-22, 2019	E4-E6	IICM Ranchi
PLI-2 Mar 23-25, 2020	E4-E6	

## Vigilance Awareness Program

**Duration : 3 days**

### Program Aim :

The aim of the program is to make the participants aware of the objectives of vigilance functioning in an organization and to explain different rules and Acts relevant to a public servant. It is also aimed to give inputs about the disciplinary proceedings against public servants to make them aware about its objective and procedures.

### Program Objective :

By the end of this program the participants will be able to understand:

- Activities and functioning of vigilance departments in Central Public Sector Enterprises.
- Different Rules, Acts and procedures pertaining to disciplinary and anti- corruption aspects relevant to public servants.

### Program Contents :

- Interface between CVC, CBI and Vigilance Department.
- Vigilance Awareness
- CDA Rules and its Background
- Disciplinary Proceedings - Objectives
- Disciplinary Proceedings - Procedures
- Prevention of Corruption Act

Scheduled Dates	Who May Attend	Venue
VA-1 Apr 15-17, 2019	E4-E7	IICM Ranchi
VA-2 Jul 29-31, 2019	E4-E7	

## **Stress Management Through Self Management (SVYASA, Bangalore)**

**Duration : 4 days**

### **Program Aim :**

The aim of the program is to prepare the executives by creating awareness about the stress in life and at work place and its management and cure by the practice of relaxation techniques, meditation and SMTSM.

### **Program Objective:**

By the end of the program the participants shall be able to understand and acquire basic skills for

- Managing their stress by practicing SMTSM techniques both at their work place and home.
- Their emotional and attitudinal wellness and better self health.
- Enjoying deep physiological rest by release of stress at subtler levels.

### **Program Content :**

- Introduction to SMTSM
- Stress Management
- Mind Management
- Emotional Management
- Group Dynamics, team dynamics
- Environment and lifestyle
- IRT-Instant Relaxation Techniques
- QRT-Quick Relaxation Techniques
- DRT-Deep Relaxation Techniques

Scheduled Dates	Who May Attend	Venue
SMET-1 Oct 28-31, 2019	Executives of all disciplines	IICM Ranchi
SMET-2 Feb 24-27, 2020		



## Corporate Image Building

**Duration : 3 days**

### Program Aim :

The aim of the program is to create awareness and sensitize the participants that a good corporate image of the organization is a necessary and critical corporate asset these days and directly linked to the success of the organization in all its areas of functioning.

### Program Objective :

By the end of the program the participants shall be able to understand and acquire basic skills for

- Their correct behavioural pattern needed at the place they are posted, so that they can contribute to building of the better corporate image of CIL
- Best practices which contribute to the building of good corporate image
- An enthusiasm for contributing to the building of good corporate image of the organization – taking pride in being a Coal Indian and a good ambassador of Coal India

### Program Content :

- Coal India's Objective, its integration with Country's Economy and Energy Policy
- Work done in Coal India especially in last ten years to enhance its corporate image
- CSR work being done in Coal India
- Green initiatives being taken by Coal India

Scheduled Dates	Who May Attend	Venue
CIB-1 Mar 11-13, 2020	E3-E7	IICM Ranchi

## e-Office

**Duration : 3 days**

### Program Aim :

To eliminate the huge paper work and to transit to less paper, make the system more efficient & transparent as per the Government of India initiative of Digital India.

### Program Objectives :

- Moving from paper based office to less paper office
- Making system fast & transparent and manageable from anywhere at any time
- Make people accountable to organisation (ensure better file tracking system in office)

### Program Contents :

- Introduction & need of e-office, scanning of its modules and e-mail creation, inbox & sending.
- Physical & e-file (e-mail Diversities), Digital signature, certificate registration and file movement reversed.
- File forwarding by time duration, packed file. (Correspondence with creation of file, attachment, draft for approval & movement of file and receipt.)

Scheduled Dates	Who May Attend	Venue
EO-1 Jan 13-15, 2020	E3-E7	IICM Ranchi

## Land Acquisition & RR

**Duration : 5 days**

### Program Aim:

To equip the executives with basic facts of Land Acquisition.

### Program Objectives :

- Concept and Meaning of Land Acquisition
- Process and Program related with compensation against acquired land
- R & R policy of CIL and different Acts related with Land Acquisition

### Program Contents :

- Coal Bearing Act & new land Acquisition Act
- Forest Act and Procedure related with environmental clearance
- The R & R policy of Coal India
- Process adopted for payment of level compensation and giving employment against acquired land
- Types of legal cases related to land
- Rehabilitation of land losers
- Process adopted for assessing and payment of compensation to land losers
- Social Marketing of R & R policy, grievance handling and effect on Industrial Relations

Scheduled Dates	Who May Attend	Venue
LARR-1 June 17-21, 2019	E4-E7	IICM Ranchi
LARR-2 Nov 18-22, 2019	E3-E7	
LARR-1 Mar 16-20, 2020	E3-E7	

## **Program on CIL Manuals**

**Duration : 4 days**

### **Program Aim :**

The aim of the program is to impart knowledge to the participants about the relevant guidelines and manuals, processes and techniques, statutory rules and common irregularities related to contracts dealing with procurement of goods, works and services

### **Program Objective :**

At the end of the program the participants should have developed an insight on:

- Various insights of modified manual of civil engineering, purchase manual and contract management manual
- Guideline for e-Procurement of Works, Services and Materials
- Procedures and management of contracts related to procurement of goods, works and services.
- Best practices in this field and to sensitize them about the common irregularities found in the process.

### **Program Content :**

- Purchase, Contract Management & Civil Engineering Manuals of CIL
- CVC Guidelines on Tenders and Contracts
- Taxes and Duties Issues in Contract
- Designing of Bid Document
- Common Irregularities in Tenders & Contracts
- Role of Tender Committee & Approving Authority on Procurement
- Post Tender Management of Contracts
- Procurement of services
- Discussion on different e-procurement manuals of Coal India (Goods, Works & Services)

- Procurement of small value items
- Competition issues in Public procurement
- Preparation of NIT for Civil Engineering Works
- Purpose of Bid Document & Salient Parts of Bid Document
- General / Special Terms & Conditions of a Contract
- Schedule of Requirements
- Definitions & Interpretations, Avoidable Ambiguities

Scheduled Dates	Who may attend	Venue
PCM-1 Dec 09-12, 2019	E3-E6	IICM Ranchi
PCM-2 March 02-05, 2020	E3-E6	

## Gender Sensitization

**Duration : 3 days**

### Program Aim :

Aim is to make the participants aware about Gender roles discrimination, devaluation of women and girls, gender identities including values of equality.

To identify the problems

- Raise awareness of bias
- Identify the bias based on gender & sexuality
- To change our attitudes

### Program Objectives :

To contribute towards a gender sensitive society where solidarity, opportunities and responsibilities are shared by women and men in equal measure.

### Program content :

- What is gender & gender sensitization
- Stereotype gender – constitutional provisions
- Laws related to women issues
- Sexual Harassment of women at work place (Prevention, Prohibition & Redressal) Act 2013
- Home & Health
- Women's movement
- Women & Media
- Violence against women

Scheduled Dates	Who May Attend	Venue
GS-1 Dec 16-18, 2019	E3-E7	IICM Ranchi

## राजभाषा का प्रयोग

अवधि : 3 दिन

### कार्यक्रम लक्ष्य :

इस कार्यक्रम का लक्ष्य राजभाषा के प्रति जागरूकता एवं अभिरुचि पैदा करना है। साथ ही हिन्दी में काम करने के सुगम तरीके एवं इसकी उपयोगिता पर चिंतन करना भी है ताकि अधिकाधिक लोग हिन्दी में कार्य करने को प्रेरित हों।

### कार्यक्रम उद्देश्य :

इस कार्य के अंत में प्रतिभागी निम्नलिखित जानकारी/समझ प्राप्त करेंगे :

- राजभाषा के संवैधानिक प्रावधान
- हिन्दी में काम करने में आने वाली कठिनाइयाँ और उनके समाधान
- हिन्दी व्याकरण और मानक वर्तनी
- कार्यालय में राजभाषा के प्रयोग का व्यावहारिक पक्ष

### कार्यक्रम विषय बिन्दु :

- राजभाषा हिन्दी की भूमिका, दशा एवं दिशा-वर्तमान परिप्रेक्ष्य में
- राजभाषा और हमारा दायित्व
- राजभाषा के संवैधानिक प्रावधान और हमारी जिम्मेदारियाँ
- हिन्दी राजभाषा का वैश्विक स्वरूप
- हिन्दी के कार्यान्वयन प्रयोग में आने वाली व्यावहारिक कठिनाइयाँ एवं इनके निराकरण के उपाय
- हिन्दी व्याकरण एवं टीका-टिप्पण लिखने में इसकी उपयोगिता
- कार्यालय में राजभाषा का अधिकाधिक प्रयोग तथा इसके सुगम तरीके


निर्धारित तिथि	वांछित अनुभागी	स्थान
राज-1, सित. 11-13, 2019	ई3-ई7	आई.आई.सी.एम. राँची







## **Workshop and Seminar**

- National Seminar on Coal Quality (SEM-1)
  - National Seminar on HR (SEM-2)
  - Coal Medical Conference/Seminar (SEM-3)
- 

## National Seminar on Coal Quality

**Duration : 3 days**

### Aim:

Participants at the seminar would discuss the marketing issues and challenges relating to quality and sustainability of demand of coal in India in the current scenario where the indian economy requires more and more electricity.

### Objective:

Discussion and deliberations in the seminar would help in suggesting the policy framework required to regulate the coal sector in India in the changed scenario, where electricity requirement of the country is growing, while government is strongly desirous of ending imports of coal. Already government has advised power producers to shift towards more efficient supercritical and ultra-supercritical power plants. The government would emphasize upon the coal producers to supply cleaned and washed coal to bring down the emissions from power plants. Discussion in the seminar would arrive at the measures coal producing companies in India would require to take in the short and long run for sustaining demand of their coal.

### Sub-Theme:

- Know your Coal
- Coal Quality and sampling
- India's Power Sector: Outlook and Challenges
- Metallurgical Coal & Growth of Steel Industry

Scheduled dates	Who may attend	Venue
SEM-1 Aug 05-07, 2019	Coal Producers, IPP, Consumers & all stakeholders	IICM Ranchi

## National Seminar on HR Best Practices

**Duration : 3 days**

### Aim:

The aim of the seminar is to make the participants aware, identify, understand and discuss current real-world issues confronting HRM and the relevant and latest Human Resource management techniques to be used to deal with the issues for their effective mitigation to the benefit of organization.

### Objective:

At the end of the seminar, solutions would emerge, the participants would become aware of and outcome will be published including the gist of discussions and solutions arrived at, so that the needs of the organization's stakeholders, diverse workforce, and of personnel working in the organization are taken well care of. At the same time individual and group differences in employment, personal needs, individual work styles, aspirations and the provision of equal opportunities for all are to be kept in view and adhered to, in alignment with, Government of India's policies and the global best practices, for optimizing the efficiency and profitability of the organization.

### Sub-Theme:

- Inclusive culture of Promoting transparency & Efficiency
- Third party audit of Human Capital
- Changes ERP brings to HRM in the organization
- Challenges for organizations to develop people as a volunteer investor
- Performance Appraisal System: Best Practices

Scheduled dates	Who may attend	Venue
SEM-2 Sept 26-28, 2019	As per nomination	IICM Ranchi

## Coal Medical Conference/Seminar

**Duration : 3 days**

### Aim:

The aim of the program is to bring all the medical fraternity of Coal India on a single platform where a number of eminent speakers of national and international repute will deliberate on new developments in Health services.

### Objective:

The program will be held in association with Central Coalfields Limited at Gandhinagar Hospital and at IICM and by the end of the program the participants will be able to understand recent advances and new developments in the field of medical Science which would ultimately help them to keep our workforce hale and hearty.

### Content:

Deliberations by eminent speakers

Deliberations by Doctors of CIL and paper presentation

Scheduled Dates	Who May Attend	Venue
SEM 3 Jan 30-Feb 01, 2020	As per nomination	IICM and Gandhinagar Hospital, CCL



## ERP Programmes

## HMS Overview for Core Team Batch - 2

**Duration : 3 days**

### Program Aim:

To enable participants understand the functional and technical aspects of Hospital Management System (HMS) including the Organisational Changes on adoption of HMS system

### Program Objective:

At the end of the program the participants should have developed an insight on :-

- Functional scope of HMS
- Functional process flow within the HMS
- Technical overview of HMS technologies, security, audit trail and ad hoc reports
- Understanding of Organisational wide changes to be brought on transition from manual system to computerised environment

### Program Contents:

- Module wise HMS standard Functionality (OPD, IPD, OT, LIS, RIS, PACS, Nursing, Pharmacy, Medical Store, Billing & Insurance)
- Technical Overview of HMS technology, Database Management, Securities, Audit Trail and Ad Hoc reporting
- Organisation Change Management (OCM) overview, organisation transition.

Scheduled Dates	Who May Attend	Venue
ERP-1 Apr 01-03, 2019	Nomination from CIL	IICM, Ranchi

## ERP Std. - Sys Admin & Hana For Core Technical Administrator

**Duration : 12 days**

### Program Aim:

To enable participants to understand the standard SAP Basis module with detailed hands on session.

### Program Objective:

At the end of this program the participants should have developed an insight on:

- Standard SAP BASIS Module
- Familiar with different techniques and transaction codes used for System Set up and Monitoring

### Program Contents:

- Overview on SAP Installation
- Overview of Logical System and Concept of Clients
- Overview on Support Packages (SP)
- Monitoring SAP Systems
- Transport Management in SAP
- Overview on all the Administrator steps performed by Basis Consultant

Scheduled Dates	Who May Attend	Venue
ERP-2 Apr 22 - May 4, 2019	Nomination from CIL	IICM Ranchi

## **ERP Std. - Prog., Portal, Mobile For Developer Gr-1**

**Duration : 12 days**

### **Program Aim:**

To enable participants to understand the standard SAP ABAP objects with detailed hands on session.

### **Program Objective:**

At the end of this program the participants should have developed an insight on:

- Basic understanding of the SAP ABAP coding language
- How to create/maintain SAP ABAP objects
- Familiar with different techniques and transaction codes used for custom changes using ABAP coding language

### **Program Contents:**

- SAP Overview
- Overview ABAP Data Dictionary
- Overview on Introduction ABAP Programming
- Overview on Interactive Report
- Overview on ALV Reporting
- Overview on Online Programming

Scheduled Dates	Who May Attend	Venue
ERP-3 May 21 - June 1, 2019	Nomination from CIL	IICM Ranchi



## ERP Std. - Prog., Portal, Mobile For Developer Remaining Gr-1

**Duration : 12 days**

### Program Aim:

To enable participants to understand the standard SAP ABAP objects with detailed hands on session.

### Program Objective:

At the end of this program the participants should have developed an insight on:

- Basic understanding of the SAP ABAP coding language
- How to create/maintain SAP ABAP objects
- Familiar with different techniques and transaction codes used for custom changes using ABAP coding language

### Program Contents:

- SAP Overview
- Overview ABAP Data Dictionary
- Overview on Introduction ABAP Programming
- Overview on Interactive Report
- Overview on ALV Reporting
- Overview on Online Programming

Scheduled Dates	Who May Attend	Venue
ERP-4 June 03-14, 2019	Nomination from CIL	IICM Ranchi

## **ERP Std. - Newgen For Core Technical - Developer**

**Duration : 5 days**

### **Program Aim:**

To enable participants to understand the Newgen software with detailed hands on session.

### **Program Objective:**

At the end of this program the participants should have developed an insight on:

- Document Management and Workflows
- Document Management (OmniDocs)
- Workflow Management System (iBPS)

### **Program Contents:**

- Implementation guide on the Document Management and Workflows
- Training material on Newgen software

Scheduled Dates	Who May Attend	Venue
ERP-8 July 15-19, 2019	Nomination from CIL	IICM Ranchi

## ERP Std. - Newgen For Core Technical - Developer

**Duration : 5 days**

### Program Aim:

To enable participants to understand the Newgen software with detailed hands on session.

### Program Objective:

At the end of this program the participants should have developed an insight on:

- Integration with DMS
- SAP ERP
- MS Active Directory and SSO
- Email Server for alerts and notifications only

### Program Contents:

- Newgen database and PN files backup details
- Training material on Newgen software

Scheduled Dates	Who May Attend	Venue
ERP-9 Aug 19-23, 2019	Nomination from CIL	IICM Ranchi

## **ERP Std. - Prog., Portal, Mobile For - Developer Gr-2**

**Duration : 12 days**

### **Program Aim:**

To enable participants to understand the standard and Custom SAP ABAP objects with detailed hands on session.

### **Program Objective:**

At the end of this program the participants should have developed an insight on:

- Detailed understanding of the SAP ABAP coding languages (not covered in Part 1 session)
- How to create/maintain SAP ABAP objects (Custom)
- Familiar with different techniques and transaction codes used for custom changes using ABAP coding language

### **Program Contents:**

- Overview on Data Interface
- Concept of User Exit and BADIs
- Overview of Smartforms
- Overview of AdobeForms
- Overview of Object Oriented Programming
- Overview of Webdynpro Programming
- Overview of ABAP on HANA

Scheduled Dates	Who May Attend	Venue
ERP-10 Aug 26-Sept 07, 2019	Nomination from CIL	IICM Ranchi

## ERP Std. - Prog., Portal, Mobile For - Developer Remaining Gr-2

**Duration : 12 days**

### Program Aim:

To enable participants to understand the standard and Custom SAP ABAP objects with detailed hands on session.

### Program Objective:

At the end of this program the participants should have developed an insight on:

- Detailed understanding of the SAP ABAP coding languages (not covered in Part 1 session)
- How to create/maintain SAP ABAP objects (Custom)
- Familiar with different techniques and transaction codes used for custom changes using ABAP coding language

### Program Contents:

- Overview on Data Interface
- Concept of User Exit and BADIs
- Overview of Smartforms
- Overview of AdobeForms
- Overview of Object Oriented Programming
- Overview of Webdynpro Programming
- Overview of ABAP on HANA

Scheduled Dates	Who May Attend	Venue
ERP-11 Sept 09 - 21, 2019	Nomination from CIL	IICM Ranchi

## **ERP-Functional Trg For Core Team - (HR + IT-Dev) - Sprint 1**

**Duration : 11 days**

### **Program Aim:**

To enable participants to understand the Functionalities developed in Sprint -1 for HR module

### **Program Objective:**

At the end of this program the participants should have developed an insight on:

- Functionalities Developed in Sprint 1 as per the requirement mentioned in BBP
- How to execute and a walk through of the solution developed
- How to test the Sprint 1 delivered solution

### **Program Contents:**

- List of developments delivered in Sprint 1
- Detailed Functional Specification
- Required Configuration details
- How to test the solution with list of Test Cases

Scheduled Dates	Who May Attend	Venue
ERP-12 Oct 16 - 26, 2019	Nomination from CIL	IICM Ranchi

## ERP-Functional Trg For Core Team - (FIN + IT-Dev) - Sprint 1

**Duration : 11 days**

### Program Aim:

To enable participants to understand the Functionalities developed in Sprint -1 for FI module

### Program Objective:

At the end of this program the participants should have developed an insight on:

- Functionalities Developed in Sprint 1 as per the requirement mentioned in BBP
- How to execute and a walk through of the solution developed
- How to test the Sprint 1 delivered solution

### Program Contents:

- List of developments delivered in Sprint 1
- Detailed Functional Specification
- Required Configuration details
- How to test the solution with list of Test Cases

Scheduled Dates	Who May Attend	Venue
ERP-13 Oct 16 - 26, 2019	Nomination from CIL	IICM Ranchi

## **ERP-Functional Trg For Core Team - (HR + IT-Dev) - Sprint 2**

**Duration : 12 days**

### **Program Aim:**

To enable participants to understand the Functionalities developed in Sprint -2 for HR module

### **Program Objective:**

At the end of this program the participants should have developed an insight on:

- Functionalities Developed in Sprint 2 as per the requirement mentioned in BBP
- How to execute and a walk through of the solution developed
- How to test the Sprint 1 delivered solution

### **Program Contents:**

- List of developments delivered in Sprint 2
- Detailed Functional Specification
- Required Configuration details
- How to test the solution with list of Test Cases

Scheduled Dates	Who May Attend	Venue
ERP-14 Nov 04 - 16, 2019	Nomination from CIL	IICM Ranchi



## ERP-Functional Trg For Core Team - (FIN + IT-Dev) - Sprint 2

**Duration : 12 days**

### Program Aim:

To enable participants to understand the Functionalities developed in Sprint -2 for FI module

### Program Objective:

At the end of this program the participants should have developed an insight on:

- Functionalities Developed in Sprint 2 as per the requirement mentioned in BBP
- How to execute and a walk through of the solution developed
- How to test the Sprint 1 delivered solution

### Program Contents:

- List of developments delivered in Sprint 2
- Detailed Functional Specification
- Required Configuration details
- How to test the solution with list of Test Cases

Scheduled Dates	Who May Attend	Venue
ERP-15 Nov 04 - 16, 2019	Nomination from CIL	IICM Ranchi

## **ERP-Functional Trg For Core Team - (HR + IT-Dev) - Sprint 3**

**Duration : 9 days**

### **Program Aim:**

To enable participants to understand the Functionalities developed in Sprint -3 for HR module

### **Program Objective:**

At the end of this program the participants should have developed an insight on:

- Functionalities Developed in Sprint 3 as per the requirement mentioned in BBP
- How to execute and a walk through of the solution developed
- How to test the Sprint 1 delivered solution

### **Program Contents:**

- List of developments delivered in Sprint 3
- Detailed Functional Specification
- Required Configuration details
- How to test the solution with list of Test Cases

Scheduled Dates	Who May Attend	Venue
ERP-16 Jan 01 - 09, 2020	Nomination from CIL	IICM Ranchi

## ERP-Functional Trg For Core Team - (FIN + IT-Dev) Sprint 3

**Duration : 9 days**

### Program Aim:

To enable participants to understand the Functionalities developed in Sprint -3 for FIN module

### Program Objective:

At the end of this program the participants should have developed an insight on:

- Functionalities Developed in Sprint 3 as per the requirement mentioned in BBP
- How to execute and a walk through of the solution developed
- How to test the Sprint 1 delivered solution

### Program Contents:

- List of developments delivered in Sprint 3
- Detailed Functional Specification
- Required Configuration details
- How to test the solution with list of Test Cases

Scheduled Dates	Who May Attend	Venue
ERP-17 Jan 01 - 09, 2020	Nomination from CIL	IICM Ranchi

## **HMS Blueprinting Trg for Core Team - Batch 1 / Batch 2**

**Duration : 11/12 days**

### **Program Aim:**

To enable participants understand the functional and technical aspects of Hospital Management System (HMS) for blueprinting workshop.

### **Program Objective:**

At the end of the program the participants should have hands on experience for:

- Functional process flow within the HMS, specific to department
- Technical understanding of configuration of user roles and responsibilities, master data configuration, audit trail and ad hoc reports

### **Program Contents:**

- Module wise HMS standard process flow (OPD, IPD, OT, LIS, RIS, PACS, Nursing, Pharmacy, Medical Store, Billing & Insurance )
- Technical hands-on on user management, Database Management, master data configuration, KPI, Dashboard and Ad Hoc reporting.

<b>Scheduled Dates</b>	<b>Who May Attend</b>	<b>Venue</b>
ERP-18 Jan 08 -18, 2020	Nomination from CIL	IICM Ranchi
ERP-21 Jan 20 -31, 2020	Nomination from CIL	IICM Ranchi

## ERP-Functional Trg For Core Team - (HR + IT-Dev) - Sprint 4

**Duration : 8 days**

### Program Aim:

To enable participants to understand the Functionalities developed in Sprint -4 for HR module

### Program Objective:

At the end of this program the participants should have developed an insight on:

- Functionalities Developed in Sprint 4 as per the requirement mentioned in BBP
- How to execute and a walk through of the solution developed
- How to test the Sprint 1 delivered solution

### Program Contents:

- List of developments delivered in Sprint 4
- Detailed Functional Specification
- Required Configuration details
- How to test the solution with list of Test Cases

Scheduled Dates	Who May Attend	Venue
ERP-19 Jan 17 - 24, 2020	Nomination from CIL	IICM Ranchi

## **ERP-Functional Trg For Core Team - (FIN + IT-Dev) - Sprint 4**

**Duration : 8 days**

### **Program Aim:**

To enable participants to understand the Functionalities developed in Sprint -4 for FI module

### **Program Objective:**

At the end of this program the participants should have developed an insight on:

- Functionalities Developed in Sprint 4 as per the requirement mentioned in BBP
- How to execute and a walk through of the solution developed
- How to test the Sprint 1 delivered solution

### **Program Contents:**

- List of developments delivered in Sprint 4
- Detailed Functional Specification
- Required Configuration details
- How to test the solution with list of Test Cases

Scheduled Dates	Who May Attend	Venue
ERP-20 Jan 17 - 24, 2020	Nomination from CIL	IICM Ranchi

## ERP Std - Sys Admin & Hana For Core Technical - Administrator

**Duration : 9 days**

### Program Aim:

To enable participants to understand the standard SAP Basis module with detailed hands on session.

### Program Objective:

At the end of this program the participants should have developed an insight on:

- Standard SAP BASIS Module
- Familiar with different techniques and transaction codes used for System Set up and Monitoring

### Program Contents:

- Parameter tuning both at SAP and Database level
- Performance stabilization
- How to define User related roles
- HADR setup
- Basis related set up required for SAP Fiori

Scheduled Dates	Who May Attend	Venue
ERP-22 Feb 28 - Mar 07, 2020	Nomination from CIL	IICM Ranchi

## ERP - Prog. Part-1 For - Developer

**Duration : 13 days**

### Program Aim:

To enable participants to understand the Custom SAP ABAP objects developed as per CIL specific required with detailed hands on session.

### Program Objective:

At the end of this program the participants should have developed an insight on:

- All the Custom developments delivered against the Functional Requirements
- All the ABAP objects and program created
- Understanding on the programming logic with hands on exposure

### Program Contents:

- Detailed Technical Specification against each Functional Specification
- List of Custom objects delivered with all the technical test cases
- All the related documents required for the Technical Knowledge Transfer

Scheduled Dates	Who May Attend	Venue
ERP-23 Mar 12 - 24, 2020	Nomination from CIL	IICM Ranchi





## **Annual Program Schedule**

## APRIL – 2019

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	EDP-1	Executive Development Programs for Young Managers	6	E3- E5	April 01-06 2019	Anshul Agarwal
2	MSDP-1	Managerial Skill Development Program	12	MTs (Multi Discipline)	April 01-12 2019	Ajit Singh
3	ERP-1	HMS Overview For Core Team Batch-2	3	Nomination from CIL	April 01-03 2019	Divyasanu Pandey
4	CMPG-1	Contract Management: Procurement of Goods, related guidelines	4	E3 - E7	April 08-11, 2019	Ravi Teja
5	GMP-1	General Management Program	6	E5-E7	April 08-13, 2019	Dr D K Maitin
6	VA-1	Vigilance Awareness Program	3	E4 - E7	April 15-17, 2019	S B Puhan
7	LDP-1	Leadership Development Program	6	E6- E7	April 22-27, 2019	Ajit Singh
8	MSDP-2	Managerial Skill Development Program	12	MTs (Multi Discipline)	April 22-May 04, 2019	B P Singh
9	ERP-2	ERP Std -Sys Admin & Hana for Core Technical Administrator	12	Nomination from CIL	April 22- May 04, 2019	Mohit Jain & N. B. Raviteja
10	FSPM-1	Functional Skill Program -Surgery	3	E3-E6	April 25-27, 2019	Sandeep Bhagat

## MAY – 2019

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	FSPM-2	Functional Skill Program Gastroenterology	2	E3-E6	May 02-03, 2019	Sandeep Bhagat
2	GMP-2	General Management Program	6	E5-E7	May 06-11, 2019	Dr D K Maitin
3	AMP-1	Advance Management Program	12	E-8 (Nomination from CIL)	May 13-25, 2019	A K Mishra & Ajit Singh
4	MDP-1	Mentorship Development Program	3	E5 - E7	May 20-22, 2019	Tina Roy
5	PLI-1	Program on Legal Issues	3	E4 - E6	May 20-22, 2019	S B Puhan
6	PRE-1	Preparatory Program For Retiring Executive	3	Executives above 58 years	May 27-29, 2019	G K Vaishnav
7	ERP-3	ERP Std.- Prog., Portal, Mobile For Developer Gr-1	12	Nomination from CIL	May 21-Jun 01, 2019	Mohit Jain
8	FSPVO-1	Functional Skill Program for Vigilance Officers	3	Officers posted in Vigilance Department	May 27-29, 2019	Nilay Prakash

## JUNE – 2019

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	TSDP-1	Technical Skill Development Program	12	MTs(E&M)	June 03-15, 2019	B P Singh
2	TSDP-2	Technical Skill Development Program	12	MTs(Env.)	June 03-15, 2019	STC, CMPDI
3	ERP-4	ERP Std.- Prog., Portal, Mobile For Developer Remaining Gr-1	12	Nomination from CIL	June 03-14, 2019	Sandeep Kumar
4	GMP-3	General Management Program	6	E5-E7	June 10-15, 2019	Dr D K Maitin
5	LARR-1	Land Acquisition & RR	5	E4-E7	June 17-21, 2019	B Kishore
6	PMCC-1	Certificate course on Project Management	6	E3 - E7	June 17-22, 2019	Dr Shishir Dutta
7	ERP-5	ERP Std.- Pilog for Core Technical Administrator	6	Nomination from CIL	June 20-25, 2019	Divyasanu Pandey
8	SMP-1	Strategic Management Program at NCGG Mussorie	5	E7- E8	June 24-28, 2019	D R Sharma
9	FSPFIN-1	Functional Skill Program for Finance	5	E3 - E6	June 24-28, 2019	Sandeep Kr
10	FSDP-1	Functional Skill Development Program	12	MTs (HR)	June 24-July 06, 2019	Tina Roy
11	TSDP-3	Technical Skill Development Program	12	MTs(Exc.v.)	June 24- July 06, 2019	Ramesh Kumar & S B Puhan
12	ERP-6	ERP Std. - PiLog For Core Technical - Developer	6	Nomination from CIL	June 27-Jul 02, 2019	N B Raviteja

## JULY – 2019

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	ERM-1	Enterprise Risk Management	3	E4 - E7	July 01-03, 2019	Anshul Agarwal
2	FSDP-2	Functional Skill Development Program	12	MTs (M&S)	July 03-15, 2019	S B Puhan
3	MNM-1	Mining for Non- mining Executives	3	Executives of all Disciplines	July 08-10, 2019	B Kishore
4	GMP-4	General Management Program	6	E5-E7	July 08-13, 2019	Dr D K Maitin
5	ERP-7	ERP Std. - PiLog For Core Technical - Developer	5	Nomination from CIL	July 08-12, 2019	Ravi Teja
6	ERP-8	ERP Std.- Newgen for Core Technical-Developer	5	Nomination from CIL	July 15-19, 2019	Mohit Jain
7	LDP-2	Leadership Development Program	6	E6- E7	July 15-20, 2019	Ajit Singh
8	FSPM-3	Functional Skill Program - Gynecology & Pediatrics	3	E3-E7	July 18-20, 2019	D R Sharma
9	PDCM-1	Contact Class for Professional Diploma in Contract Management	12	Enrolled Candidates	July 20-Aug 01, 2019	Nilay Prakash & Dr S Dutta
10	SMO-1	Safety Management for Opencast Mines	5	E3 – E7	July 22-26, 2019	B Kishore
11	FSPHR-1	Functional Skill Program for HR	5	E3 - E6 (Personnel)	July 22-26, 2019	Tina Roy
12	TSDP-4	Technical Skill Development Program	12	MTs(Civil)	July 22- Aug 03, 2019	Divyasanu Pandey
13	VA-2	Vigilance Awareness Program	3	E4 - E7	July 29-31, 2019	S B Puhan
14	FSPVO-2	Functional Skill Program for Vigilance Officers	3	Officers posted in Vigilance Department	July 29-31, 2019	Nilay Prakash

## AUGUST – 2019

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	SEM-1	Seminar on Coal Quality	3	Coal Producers, IPP, Consumers & all stakeholders	Aug 05-07, 2019	Ajit Singh & Nilay Prakash
2	GMP-5	General Management Program	6	E5-E7	Aug 05-10, 2019	Sandeep Bhagat
3	FSDP-3	Functional Skill Development Program	12	MTs (Fin)	Aug. 12-24, 2019	Anshul Agarwal
4	ERP-9	ERP Std.- Newgen for Core Technical-Developer	5	Nomination from CIL	Aug 19-23, 2019	N. B. Raviteja
5	EDP-2	Executive Development Programs for Young Managers	6	E3- E5	Aug 19-24, 2019	G. K. Vaishnav
6	PRE-2	Preparatory Program For Retiring Executive	3	Executives age above 58 years	Aug 26-28, 2019	Ramesh Kumar
7	FSDP-4	Functional Skill Development Program	12	MTs(MM)	Aug 26- Sept 07, 2019	G K Vaishnav
8	ERP-10	ERP Std. - Prog., Portal, Mobile For – Developer Gr-2	12	Nomination from CIL	Aug 26-Sept 07, 2019	Divyasanu Pandey
9	FSPM-4	Functional Skill Program - ENT	2	E3 - E6	Aug 30-31, 2019	Sandeep Bhagat

## SEPTEMBER – 2019

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	CMPWS-1	Contract Management-Procurement of Works and Services, related guidelines	4	E3-E7	Sept 02-05, 2019	Ataur Rahman
2	SMP-2	Strategic Management Program at NCGG Mussorie	5	E7- E8	Sept 02-06, 2019	Dr Akhilesh Singh
3	TSDP-5	Technical Skill Development Program	12	MTs (Geo.)	Sept 02-14, 2019	STC, CMPDIL
4	TSDP-6	Technical Skill Development Program	12	MTs (Mining)	Sept 02-14, 2019	Bijay Kishore
5	ERP-11	ERP Std. - Prog., Portal, Mobile For – Developer Remaining Gr-2	12	Nomination from CIL	Sept 09-21, 2019	B P Singh
6	ECU-1	Equipment Capacity Utilization	3	E3-E7	Sept 10-12, 2019	Dr. Shishir Dutta
7	RAJ-1	Use of Rajbhasa	3	E3-E7	Sept 11-13, 2019	Ajit Singh
8	GMP-6	General Management Program	6	E5-E7	Sept 16-21, 2019	Sandeep Bhagat
9	FSPM-5	Functional Skill Program - Critical Care & Medicine	2	E3 - E6	Sept 20-21, 2019	B P Singh
10	MDP-2	Mentorship Development Program	3	E5 - E7	Sept 23-25, 2019	Tina Roy
11	ACM-1	Academic Council Meeting	1	GM(HRD)s	Sept 25, 2019	Nilay Prakash
12	SEM-2	Seminar on HR	3	As per Nomination	Sept 26-28, 2019	Dr Kiran & Dr D K Maitin

## OCTOBER – 2019

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	PRE-3	Preparatory Program For Retiring Executive	3	Executives age above 58 years	Oct 03-05, 2019	Ramesh Kumar
2	CMPG-2	Contract Management: Procurement of Goods, related guidelines	4	E3 - E7	Oct 14-17, 2019	Ravi Teja
3	GMP-7	General Management Program	6	E5 - E7	Oct 14-19, 2019	Dr D K Maitin
4	TSAF-1	Outbound Leadership Program with TSAF (At Uttarkashi, Uttarakhand)	5	Age above 40 years	Oct 14-18, 2019	Sandeep Kumar
5	ERP-12	ERP Functional Trg for Core Team- (HR + IT-Dev)-Sprint 1	11	Nomination from CIL	Oct 16-26, 2019	Sandeep Bhagat
6	ERP-13	ERP Functional Trg for Core Team- (Fin +IT Dev)-Sprint 1	11	Nomination from CIL	Oct 16-26, 2019	Sandeep Bhagat
7	SMET-1	Stress Management through Self-Management (SVYASA, Bengaluru)	4	Executives of all Disciplines	Oct 28-31, 2019	Dr Akhilesh Singh
8	PDCMX-1	Professional Diploma in Contract Management Examination	1	Enrolled Candidates	Oct 30, 2019	Dr. Shishir Dutta



## NOVEMBER – 2019

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	GMP-8	General Management Program	6	E5-E7	Nov 04-09, 2019	Dr D K Maitin
2	MSDP-3	Managerial Skill Development Program	12	MTs (Multi Discipline)	Nov 04-16, 2019	B P Singh
3	ERP-14	ERP Functional Trg for Core Team- (HR + IT-Dev)-Sprint 2	12	Nomination from CIL	Nov 04-16, 2019	Nilay Prakash
4	ERP-15	ERP Functional Trg for Core Team- (Fin +IT Dev)-Sprint 2	12	Nomination from CIL	Nov 04-16, 2019	Nilay Prakash
5	ECU-2	Equipment Capacity Utilization	3	E3 - E7	Nov 18-20, 2019	Ramesh Kumar
6	TSAF-2	Outbound Leadership Program with TSAF (At Uttarkashi, Uttarakhand)	5	Age below 40 years	Nov 18-22, 2019	Mohit Jain
7	LARR-2	Land Acquisition & RR	5	E3 - E7	Nov 18-22, 2019	Sandeep Bhagat
8	LDP-3	Leadership Development Program	6	E6- E7	Nov 18-24, 2019	Ajit Singh
9	IND-1	Induction Training Program for new entrants in Coal Mining	12	Mine Operators, State PSUs, Central PSUs & Other Govt. Organizations	Nov 18-30, 2019	Bijay Kishore
10	FSPVO-3	Functional Skill Program for Vigilance Officers	3	Officers posted in Vigilance Department	Nov 25-27, 2019	G K Vaishnav
11	PMCC-2	Project Management for Coal Companies	6	E3 - E7	Nov 25-30, 2019	S B Puhan

## DECEMBER – 2019

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	HRA-1	HR Audit, Analytics and Concepts of Competency mapping	5	E4 - E6	Dec 02-06, 2019	Tina Roy
2	PCM-1	Program on CIL Manuals	4	E3 - E6	Dec. 09-12, 2019	Divyasanu Pandey
3	CMPWS-2	Contract Management-Procurement of Works and Services, related guidelines	4	E3 – E7	Dec 09-12, 2019	Ravi Teja
4	GMP-9	General Management Program	6	E5-E7	Dec 09-14, 2019	Dr. D.K. Maitin
5	GS-1	Gender Sensitization	3	E3 – E7	Dec.16-18, 2019	Tina Roy
6	SMU-1	Safety Management for Underground Mines	5	E3 – E7	Dec 16-20, 2019	B Kishore
7	MSDP-4	Managerial Skill Development Program	12	MTs	Dec 23- Jan 04, 2020	S B Puhan

## JANUARY – 2020

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	ERP-16	ERP Functional Trg for Core Team- (HR + IT-Dev)-Sprint 3	9	Nomination from CIL	Jan 01-09, 2020	G K Vaishnav
2	ERP-17	ERP Functional Trg for Core Team- (Fin +IT Dev)-Sprint 3	9	Nomination from CIL	Jan 01-09, 2020	G K Vaishnav
3	GMP-10	General Management Program	6	E5-E7	Jan 06-11, 2020	Dr D K Maitin
4	ERP-18	HMS Blueprinting Trg For Core Team Batch-1	11	Nomination from CIL	Jan 08-18, 2020	B P Singh
5	EO-1	e Office	3	E3- E7	Jan 13-15, 2020	Mohit Jain
6	ERP-19	ERP Functional Trg for Core Team- (HR + IT-Dev)-Sprint 4	8	Nomination from CIL	Jan 17-24, 2020	Tina Roy
7	ERP-20	ERP Functional Trg for Core Team- (Fin +IT Dev)-Sprint 4	8	Nomination from CIL	Jan 17-24, 2020	Tina Roy
8	CSM-1	Case Study Methodology	3	E5-E7	Jan 20-22, 2020	Dr Akhilesh Singh
9	ERP-21	HMS Blueprinting Trg For Core Team Batch-2	12	Nomination from CIL	Jan 20-31, 2020	Dr. Shishir Dutta
10	ACM-2	Academic Council Meeting	1	GM(HRD)s	Jan 21, 2020	Nilay Prakash
11	HMA-1	Hospital Management & Administration for GDMO	5 Weeks	E6 (GDMOs-MBBS)	Jan 27-Feb 29, 2020	Nilay Prakash
12	SEM-3	Coal Medical Conference/ Seminar	3	As per Nomination	Jan 30-Feb 01, 2020	Nilay Prakash

## FEBRUARY – 2020

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	PRE-4	Preparatory Program For Retiring Executive	3	Executives age above 58 years	Feb 03-05, 2020	B.P. Singh
2	IND-2	Induction Training Program for new entrants in Coal Mining	12	Mine Operators, State PSUs, Central PSUs & Other Govt. Organizations	Feb 03-15, 2020	Dr. Shishir Dutta
3	SMP-3	Strategic Management Program at NCGG Mussorie	5	E7- E8	Feb 10-14, 2020	Sandeep Bhagat
4	EDP-3	Executive Development Programs for Young Managers	6	E3- E5	Feb 10-15, 2020	Anshul Agarwal
5	GMP-11	General Management Program	6	E5-E7	Feb 10-15, 2020	G K Vaishnav
7	MDP-3	Mentorship Development Program	3	E5 - E7	Feb 17-19, 2020	Sandeep Kumar
8	FSPVO-4	Functional Skill Program for Vigilance Officers	3	Officers posted in Vigilance Department	Feb 17-19, 2020	D R Sharma
9	SMET-2	Stress Management through self management (SVYASA, Bangalore)	4	Executives of all Disciplines	Feb 24-27, 2020	S B Puhan
10	ERP-22	ERP Std -Sys Admin & Hana for Core Technical-Administrator	9	Nomination from CIL	Feb 28-Mar 07, 2020	Dr. Shishir Dutta


## MARCH – 2020

Sl. No.	Program Code	Name of Program	Duration (in Days)	Participant's Profile	Dates	Program Coordinator
1	MNM-2	Mining for Non- mining Executives	3	Executives of all Disciplines	Mar 02-04, 2020	Bijay Kishore
2	PCM-2	Program on CIL Manuals	4	E3 - E6	Mar 02-05, 2020	G K Vaishnav
3	CIB-1	Corporate Image Building	3	E3 – E7	Mar 11-13, 2020	Ajit Singh
4	ERP-23	ERP - Prog. Part-1 for Developer	13	Nomination from CIL	Mar 12-24, 2020	Sandeep Kumar
5	LARR-3	Land Acquisition & RR	5	E3 – E7	Mar 16-20, 2020	G K Vaishnav
6	GMP-12	General Management Program	6	E5 – E7	Mar 16-22, 2020	Dr D K Maitin
7	PLI-2	Program on Legal Issues	3	E4 - E6	Mar 23-25, 2020	Tina Roy
8	PMCC-3	Project Management for Coal Companies	6	E3 – E7	Mar 23-28, 2020	Dr Shishir Dutta
9	FSPM-6	Functional Skill Program - Eye	2	E3 – E7	Mar 23-24, 2020	D R Sharma





## **Campus Life and Other Information**

- Campus Facilities
  - Daily Routine
  - Contact Details of Faculty/Co-ordinators at IICM, Ranchi
  - CIL and Subsidiaries HRD Contact details
  - Ranchi : At a Glance, IICM Location, Climate, Distance
  - Calendar : 2019-2020 & 2020-2021
  - Various Campus Activities at a Glance
- 

## Campus Facilities

### Academic Building

- The main academic block houses lecture halls, class rooms, syndicate rooms, computer centre, internet lab, library and a cafeteria.
- Angar, a small museum depicts key activities of coal mining industry at IICM.
- Entire campus is networked through Local Area Network and limited access to Wi-Fi connectivity.

### Conferencing Facilities

- ‘Disha’ an air-conditioned auditorium equipped with multimedia projection system and modern conferencing facilities with a capacity to accommodate 250 persons.
- ‘Hall of Culture’ a conference hall with modern conferencing facilities and a capacity to accommodate 100 persons.

### Accommodation

- ‘Habitat’ a 46 room (92 beds) hostel with modern amenities
- ‘Gurukul’ a 80 bed hostel with modern amenities
- ‘Dronacharya’, ‘Vidyasagar’, ‘Damodar’ and ‘Suvarnarekha’ – faculty houses for the visiting faculty.

### Recreational Facilities























- Health Centre comprising yoga hall, gymnasium, steam bath, sauna bath, jacuzzi.
- Swimming Pool.
- Indoor & outdoor games like Billiards, Table Tennis, Hard Court Tennis, Basket Ball, Volley Ball, Badminton etc.

### Other Facilities

- Dispensary with part time doctor.
- DG sets for back up electric supply in the campus.
- High speed internet access.



## Daily Routine

	Bed Tea	
	Yoga	
	Health Exercise	<ul style="list-style-type: none"> <li>• Gymnasium</li> <li>• Sauna bath, Steam bath jacuzzie</li> <li>• Swimming</li> </ul> 
	Breakfast	
	Morning Session Starts	
	Tea Break	
	Break of Lunch	
	Afternoon Session Starts	
	Tea Break	
	Class Ends	
	Dinner	

### Note :

- The depiction is for normal working days
- For Functional Skill Programmes of technical stream, there may be field visit on one of the days.
- On opening day, registration time in Academic Building is normally 9:30 a.m.
- On the concluding day, programme ends at 5:15 p.m.

## Contact Details of Faculty/Co-ordinators at IICM, Ranchi

Sl. No.	Name	Designation	Mobile No.	Official E-mail ID
1	Prabhash Chandra Mishra	Executive Head	8987434128	hod.iicm@coalindia.in
2	Ashok Kumar Mishra	General Manager(IE)	8987434551	akmishra.iicm@coalindia.in
3	Dr Kiran	General Manager (Pers)	8987434642	dr.kiran@coalindia.in
4	Dr Akhilesh Singh	General Manager (Geo)	8987789181	akhilesh.singh1960@coalindia.in
5	Ramesh Kumar	Chief Mgr(Excav)	8987434376	ramesh.kr3505@coalindia.in
6	Dilip Raj Sharma	Chief Mgr(Civil)	8987434787	drsharma@coalindia.in
7	Ataur Rahman	Chief Mgr(Civil)	8987434785	ataur.rahman@coalindia.in
8	Nilay Prakash	Chief Mgr(M&S)	8340560423	n.prakash2428@coalindia.in
9	Dr. D K Maitin	Chief Mgr(M&S)	8987434226	dk.maitin@coalindia.in
10	Sandeep Kumar Bhagat	Chief Mgr(Envnt)	8987784185	bhagat.sandeep@coalindia.in
11	Bijay Kishore	Sr Mgr(Min)	8987434641	bijay.kishore@coalindia.in
12	Birbal Prasad Singh	Sr Mgr(E&M)	8987434702	bpsingh.iicm@coalindia.in
13	Dr Shishir Dutta	Sr Mgr(Excav)	8987434693	shishir.dutta@coalindia.in
14	Girish Kumar Vaishnav	Sr Mgr(Envnt)	9437538986	girishk.vaishnava@coalindia.in
15	Major S B Puhan	Sr Mgr(Security)	8249003040	sb.puhan@coalindia.in
16	Tina Roy	Dy Mgr(Pers)	8987789331	troy.iicm@coalindia.in
17	Mohit Jain	Dy Mgr(System)	8987434757	mjain.iicm@coalindia.in
18	Anshul Agarwal	Asst Mgr(Fin)	8987434831	aagarwal.iicm@coalindia.in
19	Sandeep Kumar	Asst Mgr(Fin)	8987789329	skumar.iicm@coalindia.in
20	Divyasani Pandey	Asst Mgr(Civil)	8987434771	divyasani.pandey@coalindia.in
21	N.B. Raviteja	Asst Mgr(Civil)	8987434149	nb.raviteja@coalindia.in
22	Uma Shanker Chouhan	Sub. Eng. (Civil)	8987789333	umashanker.chouhan@coalindia.in

## CIL and Subsidiaries HRD Contact Details

Sl. No.	Name	Designation	Company	E-mail	Phone No.
1	Shri S. K. Singh	HoD (HRD)	CIL	gmhrd.cil@coalindia.in	8902497865
2	Shri A. Dwivedi	GM (HRD)	BCCL	gmhrd.bccl@coalindia.in	9470599698
3	Shri B. C. Tripathi	GM (HRD)	MCL	gmhrd2016@gmail.com	9438879756
4	Shri V. K. Shukla	GM (HRD)	CCL	gmhrdccl@gmail.com	8987784118
5	Shri K. Raja Sekhar Kotturi	GM (HRD)	NCL	gmhrdncl@gmail.com	9425176739
6	Shri K. Praveen Kumar	GM (HRD)	SECL	gmhrd.secl@gmail.com	9425531731
7	Shri D. Basu	GM(HRD)	CMPDIL	gmhrd.cmpdi@coalindia.in	8987789175
8	Shri A. P. Godse	GM (HRD)	ECL	hrdecl.cil@gmail.com	9434795928
9	Shri M. Mishra	SM (HRD)	WCL	gmhrd.wcl@gmail.com	8275970033
10	Shri J. K. Borah	GM (HRD)	NEC	gm.nec.cil@coalindia.in	9406965324

## Ranchi – At a Glance

Ranchi, the capital of Jharkhand with an area of 175 sq. kms. and a population of about 12 lakhs is situated on Chhotanagpur plateau, surrounded by lush green valley amidst waterfalls, hills and forests. A hill station, now bubbling with industrial activities, Ranchi has good educational facilities.

## IICM Location

The institute is situated at Kanke, Ranchi in the state of Jharkhand, India and is 10 km – from the heart of the city. It is built amidst an idyllic surrounding facing landscaped garden, pathways and vast green belts. It is a serene retreat from distractions of outside world and provides the right kind of learning ambience to newly recruited management trainees as well as senior managers of Coal India Ltd.

## Climate

Ranchi is situated at an altitude of 652 meters (2140 ft) with temperate climate. Temperature during summer varies from 25° to 40°C, whereas in winter it is 5° to 25°C. Monsoon experiences medium to heavy showers - Annual Rainfall 1530 mm (61.2 inches). Winter clothing is recommended from November to February.

## Distance

Local		Others	
Albert Ekka Chowk	10 km	Ramgarh Cantt.	50 km
Ranchi Railway Station	13 km	Muri	60 km
Hatia Railway Station	15 km	Jamshedpur	130 km
Hatia Airport	15 km	Dhanbad	160 km
Rock Garden	03 km	Patna	350 km
CMPDI	3.5 km	Kolkata	410 km
CCL Darbhanga House	05 km	Delhi	1200 km
Barkakana/Patratu	30 km	Mumbai	1820 km

All important cities like Kolkata, Delhi, Patna, Mumbai, Bangalore, Nagpur, Bilaspur, Singrauli, Sambalpur, Bhubaneswar, Puri, Chennai, Jalpaiguri etc. have direct train services from Ranchi. It is also well connected with all important cities of India via road.

Ranchi has daily flights connecting to Delhi, Mumbai, Kolkata, Bhubaneswar, Bangalore, Hyderabad, Raipur and Patna.

## Calendar 2019-2020

April	2019	May	2019	June	2019
SUN	7 14 21 28	SUN	5 12 19 26	SUN	30 2 9 16 23
MON	1 8 15 22 29	MON	6 13 20 27	MON	3 10 17 24
TUE	2 9 16 23 30	TUE	7 14 21 28	TUE	4 11 18 25
WED	3 10 17 24	WED	1 8 15 22 29	WED	5 12 19 26
THU	4 11 18 25	THU	2 9 16 23 30	THU	6 13 20 27
FRI	5 12 19 26	FRI	3 10 17 24 31	FRI	7 14 21 28
SAT	6 13 20 27	SAT	4 11 18 25	SAT	1 8 15 22 29
July	2019	August	2019	September	2019
SUN	7 14 21 28	SUN	4 11 18 25	SUN	1 8 15 22 29
MON	1 8 15 22 29	MON	5 12 19 26	MON	2 9 16 23 30
TUE	2 9 16 23 30	TUE	6 13 20 27	TUE	3 10 17 24
WED	3 10 17 24 31	WED	7 14 21 28	WED	4 11 18 25
THU	4 11 18 25	THU	1 8 15 22 29	THU	5 12 19 26
FRI	5 12 19 26	FRI	2 9 16 23 30	FRI	6 13 20 27
SAT	6 13 20 27	SAT	3 10 17 24 31	SAT	7 14 21 28
October	2019	November	2019	December	2019
SUN	6 13 20 27	SUN	3 10 17 24	SUN	1 8 15 22 29
MON	7 14 21 28	MON	4 11 18 25	MON	2 9 16 23 30
TUE	1 8 15 22 29	TUE	5 12 19 26	TUE	3 10 17 24 31
WED	2 9 16 23 30	WED	6 13 20 27	WED	4 11 18 25
THU	3 10 17 24 31	THU	7 14 21 28	THU	5 12 19 26
FRI	4 11 18 25	FRI	1 8 15 22 29	FRI	6 13 20 27
SAT	5 12 19 26	SAT	2 9 16 23 30	SAT	7 14 21 28
January	2020	February	2020	March	2020
SUN	5 12 19 26	SUN	2 9 16 23	SUN	1 8 15 22 29
MON	6 13 20 27	MON	3 10 17 24	MON	2 9 16 23 30
TUE	7 14 21 28	TUE	4 11 18 25	TUE	3 10 17 24 31
WED	1 8 15 22 29	WED	5 12 19 26	WED	4 11 18 25
THU	2 9 16 23 30	THU	6 13 20 27	THU	5 12 19 26
FRI	3 10 17 24 31	FRI	7 14 21 28	FRI	6 13 20 27
SAT	4 11 18 25	SAT	1 8 15 22 29	SAT	7 14 21 28

## Calendar 2020-2021

April 2020						May 2020						June 2020					
SUN	5	12	19	26		SUN	31	3	10	17	24	SUN	7	14	21	28	
MON	6	13	20	27		MON		4	11	18	25	MON	1	8	15	22	29
TUE	7	14	21	28		TUE		5	12	19	26	TUE	2	9	16	23	30
WED	1	8	15	22	29	WED		6	13	20	27	WED	3	10	17	24	
THU	2	9	16	23	30	THU		7	14	21	28	THU	4	11	18	25	
FRI	3	10	17	24		FRI	1	8	15	22	29	FRI	5	12	19	26	
SAT	4	11	18	25		SAT	2	9	16	23	30	SAT	6	13	20	27	
July 2020						August 2020						September 2020					
SUN	5	12	19	26		SUN	30	2	9	16	23	SUN	6	13	20	27	
MON	6	13	20	27		MON	31	3	10	17	24	MON	7	14	21	28	
TUE	7	14	21	28		TUE		4	11	18	25	TUE	1	8	15	22	29
WED	1	8	15	22	29	WED		5	12	19	26	WED	2	9	16	23	30
THU	2	9	16	23	30	THU		6	13	20	27	THU	3	10	17	24	
FRI	3	10	17	24	31	FRI		7	14	21	28	FRI	4	11	18	25	
SAT	4	11	18	25		SAT	1	8	15	22	29	SAT	5	12	19	26	
October 2020						November 2020						December 2020					
SUN	4	11	18	25		SUN	1	8	15	22	29	SUN	6	13	20	27	
MON	5	12	19	26		MON	2	9	16	23	30	MON	7	14	21	28	
TUE	6	13	20	27		TUE	3	10	17	24		TUE	1	8	15	22	29
WED	7	14	21	28		WED	4	11	18	25		WED	2	9	16	23	30
THU	1	8	15	22	29	THU	5	12	19	26		THU	3	10	17	24	31
FRI	2	9	16	23	30	FRI	6	13	20	27		FRI	4	11	18	25	
SAT	3	10	17	24	31	SAT	7	14	21	28		SAT	5	12	19	26	
January 2021						February 2021						March 2021					
SUN	31	3	10	17	24	SUN		7	14	21	28	SUN	7	14	21	28	
MON		4	11	18	25	MON	1	8	15	22		MON	1	8	15	22	29
TUE		5	12	19	26	TUE	2	9	16	23		TUE	2	9	16	23	30
WED		6	13	20	27	WED	3	10	17	24		WED	3	10	17	24	31
THU		7	14	21	28	THU	4	11	18	25		THU	4	11	18	25	
FRI	1	8	15	22	29	FRI	5	12	19	26		FRI	5	12	19	26	
SAT	2	9	16	23	30	SAT	6	13	20	27		SAT	6	13	20	27	



## **Glimpses of Activities at IICM**

## *Visit of Chairman CIL to IICM*







## Visit of *Dignitaries* and interaction with participants





## *Republic Day celebration at IICM*









***Hospital  
Management and  
Administration  
Program***



***Functional Skill  
Program for  
Medical (Eye &  
ENT)***





***Saraswati Puja at  
IICM***



***Holi at IICM***

***MTs group photo***







***Classroom  
sessions at IICM***







***Session of Sri PS  
Bhattacharyya,  
Former Chairman,  
CIL in the AMP  
Program***





***Cultural Activities  
by Participants  
at IICM***







इंडियन इंस्टिट्यूट ऑफ कोल मैनेजमेंट  
**INDIAN INSTITUTE OF COAL MANAGEMENT**  
Kanke, Ranchi - 834 006 Jharkhand (India)

**Telephone Numbers**

PBX : +91 651 2451030, 31, 33, 7112001

Fax : +91 651 2451022/7112085

Visit us at : <http://www.iicm.ac.in>