

List of Reference Topics for Training (branch wise)

Reference Topic for **Civil Engineers** Trainings

1. AUTOCAD
2. Basics of M&R to Water Treatment Plant
3. Cash Book & Account
4. Components of Sewage Treatment Plant.
5. Court Procedure & Litigation
6. Design Selection Installation & Commissioning of Water Treatment Plant
7. E-Tendering.
8. Financial Management for Salaried Employee(s)
9. Hydraulic Design of Water Mains using Branch Software.
10. Leadership Skill
11. Motivation, Morals, Values and Ethics in Administration,
12. O&M to Regional Schemes.
13. Online IMIS.
14. Physical fitness
15. Presentation skill
16. Preventive Vigilance & Documentation,
17. Public Private Partnership (PPP)
18. Quality Control & Preventive Vigilance
19. RTI Act
20. Selection of Pipes.
21. Stress Management
22. Team Building & Problem Solving
23. Time Management
24. Types of Tests During Works, Field & Lab,
25. U/G Drainage Project
26. Wellness & Nutrition

ReferenceTopic for **Mechanical Engineers** Trainings

1. AUTOCAD
2. Automation & SCADA
3. Communication Skill
4. Community Participation in Maintenance Management of Hand Pumps,
5. Control system of Pumping System,
6. Drilling Technology & Development of Tube wells,
7. Energy Audit
8. E-Tender,
9. Maintenance of Hand pump,
10. Positive Thinking & Positive Attitude
11. Quality Assurance & Quality Control
12. RTI
13. Selection of P/M,
14. Stress Management
15. Time Management
16. Types of P/M,

ReferenceTopic for **Administrative Staff** Trainings

1. Computer, Internet & Cyber Security
2. Documentation & Record Keeping
3. Employee Data Management & Payroll (Online)
4. Gujarat Civil Services Rules (GCSR)
5. Office Administration
6. Right to Information Act, 2005

ReferenceTopic for **Accountant & Sr. Clerk (A/c)** Trainings

1. Balance Sheet
2. Cashbook & Account
3. Cashless Transaction
4. Financial Accounting (Online)
5. Financial Management for salaried employee
6. Income Tax & Service Tax
7. Office Management
8. Online software for Account
9. Positive Thinking & Positive Attitude
10. Tender Forms