

F. No.6/1/2/10-UTCS(TS-II)/

Dated -01-2011

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials / officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. A three-day training course on “**Basic Managerial Competence in Disaster Management**”. The Course shall commence on **14-02-2011 to 16-02-2011 (Monday to Wednesday)**.

IMPORTANCE OF THE COURSE

Disaster is a wide term that includes not only floods, tsunamis, earthquakes, landslides, hurricanes, cyclones, etc., but also mishaps and accidents and other happenings involving human life. Delhi falls in seismic zone IV and is vulnerable not only to earthquakes but also other major and minor disasters. The Course intends to focus on all crucial aspects of disaster management including awareness about Government’s effort, institutional support, status of readiness and need for individual and community involvement.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit all lower/middle level functionaries in the Government, its local/autonomous bodies, public sector undertakings and, directly/indirectly associated with handling, coordinating, assisting and managing in risk control and mitigation. The Course may also be useful to the resident welfare associations, NGOs etc. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to:

1. Explain types of disaster with special reference to vulnerability in each case
2. Explain disaster management cycle
3. List activities needed for disaster preparedness and mitigation
4. Explain role of community and partnership with Non-Government agencies.
5. List scientific technologies of early warning of disasters.
6. Survival skills

CONTENTS OF THE COURSE

1. Disaster – Definition, Types and Causes
2. Climate change and Disasters
3. Disasters – Examples and Consequences
4. Disaster Management and Institutional Support
5. Disaster Management – Main issues, Impact and Response
6. Disaster Management – Relief & Rehabilitation,
7. Disaster Management – Reconstruction and Development
8. Disaster Management – Risk Reduction and Mitigation
9. Disaster Management – Precautions
10. Disaster Management – Preparedness

METHODOLOGY OF THE COURSE

The Course would be conducted by experts who are experienced in the area of Disaster Management. While lecture method would be generally followed, case studies, group discussions and documentaries may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.


NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nominations shall be submitted with bio-data of the participants in the format prescribed

4. **Nominations received after 07-02-2011 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to observe punctuality and regularity.
2. Participants are expected to keep their mobile phones on silent mode during the training sessions.
3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.
6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website www.utcs.delhi.govt.in under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 and through Email address adtrg2utcs.delhi@nic.in


(CATHERINE MATHAI)
Assistant Director - II (Trg.)
Tel. No. 22303843

F. No.6/1/2/10-UTCS(TS-ID)

1265-1432

Dated 10-01-2011

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings, /Corporations with the request to encourage their officers to avail the benefit of this training
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
5. Estate Officer, Directorate of Training: UTCS for uploading on the website of the Department.


(CATHERINE MATHAI)
Assistant Director - II (Trg.)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
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**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN
 DISASTER MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (14 th February to 16 th February, 2011)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
Session	Duration	Topics
14th February, 2011 (Monday)		
Session – I 10.00 am- 11.15am	75 Min.	Disaster – Definition, Types and Causes
Tea		
Session – II 11.30 am- 12.45 pm	75 Min.	Climate change and Disasters
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Disasters – Examples and Consequences
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Disaster Management and Institutional Support
15th February, 2011 (Tuesday)		
Session – V 10.00 am- 11.15am	75 Min.	Disaster Management – Main issues, Impact and Response
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	Disaster Management – Relief & Rehabilitation
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	Disaster Management –Reconstruction and Development
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Disaster Management – Risk Reduction and Mitigation
16th February, 2011 (Wednesday)		
Session – IX 10.00 am- 11.15am	75 Min.	Disaster Management –Precautions
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	Disaster Management - Preparedness
Lunch		
Session – XI 01.45 pm- 03.00 pm	75 Min.	Case studies and Group Discussion
Tea		
Session – XII 03.15 pm- 04.30 pm	75 Min.	Film/documentary