

Guest Faculty List (As on 29th January, 2019)

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5.	Rajiv Manjhi, Joint Secretary M/o Health & Family Welfare	9868471347 8860067378	Public Finance (Budgeting /GFRs /DEPRs /Project Appraisal), Performance Monitoring and Evaluation System(PMES), Strategy & Strategic Planning HRM and Leadership Development Programme	rajivmanjhi@yahoo.com
6.	Dr. Ranjeet Mehta, Director Corporate Trainer, PHD Chamber of Commerce	9811085662	Leadership development, Strategic Management and corporate Planning, Time Management Attitude Building, Communication and Negotiation skills, Behavioral Management, Team Building	ranjeetmehta@gmail.com
7.	Mrs. Pritima Kaushal, Director, Enablers India , New Delhi	9818423259	Emotional Intelligence, Transactional Analysis, Communication Skills, Assertive Communication, Non Verbal Communication, Written Communication, Presentation Skills, Listening Skills, Leadership, Managing People, Team Building, Focusing on Internal & External Customer, Personal and Interpersonal Relations, Problem solving and decision making, Time management, Stress Management, Negotiation Skills, Gender sensitivity, Office Etiquettes, Training of Trainers, Conducting Effective Meetings,	pritima_kaushal@yahoo.com

			Motivation, Positive Attitude, Conflict management, Grooming, Planning Skills	
8.	Sh. Pankaj Shreyaskar, Ministry of Statistics and Programme Implementation	9810530944	RTI Law & E Governance, Communication Skills, Ethics Leadership	shreyaskarps@gmail.com
9.	Dr. Pradeep Suri, Delhi Technical University	9811917530	E- Governance, IT Management, Project Management and Quantitative Methods.	pks.suri@gmail.com
10.	Sh. K. K. Chug, Director (Rtd.)	9968290016	New challenges & role of Under Secretaries, Vigilance, Conduct Rules, Disciplinary Matters	chug.krishan@gmail.com
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13.	Shri M.C. Panda, Former Addl. DG, DGS&D, Addl Secretary, Min of Commerce	9999008545	Management Development, Communication Skills, Negotiation Skills, Interpersonal Skills, Conflict Management, Motivation, Leadership, Team-building ; Office management; Stress Management ; Time Management etc. Good Governance; e-Governance, Strategic planning, Administrative vigilance, Disciplinary proceedings Project management ; Pert & CPM ; Public Private Partnership (PPP) Supply Chain Management; Procurement & Contract Management, e-Procurement ; Inventory Management; World Bank procurement system	manidra.panda@yahoo.com
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			Development, Training of Trainers / Management Development.	
15.	Dr. L.R. Aggarwal Retd. Director, GOI	9999798606	Prevention of Sexual Harassment at Workplace, Handling of Govt., Litigation, Administrative Law related issues, Seniority, Promotion & DPC related issues, Vigilance matters, Parliamentary procedure, APAR and Grievance Redressal, Noting And Drafting, Intellectual Property Rights	aggarwal.lr@gmail.com
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20.	Dr. D.B. Singh, Addl. Secretary, Rajya Sabha Secretariat	01123012592 99650077416	Constitution of India, Legislative Drafting; Parliamentary Processes; Noting and Drafting, Disciplinary Proceedings and Conduct Rules etc.	dineshbsingh@gmail.com
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24.	Purushottam Verma Asstt. Director, ISS	7827057682	Statistics, Mathematics, Operations Research, Applications in various aspects of Statistics.	purustat@gmail.com
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30.	Sh. Y.P. Sharma, Commander, Indian Navy	8447221551 08004621404	Team Building & Leadership, Motivation, Conflict Management, Getting Along with boss, Communication Skill, Attitude & Behavior skills, Gender Sensitization, Time Management, Transactional Analysis, Stress Management, IPR, Ethics & Value and Presentation Skills.	yogendra_1006@yahoo.com
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49.	Dr. M. Venkatesan , Associate Professor, IIFT	9968143993	Transformational Leadership, Leadership and Team Building, Communication Skill, Negotiation Skill, Personality Development through psychometric assessment, Motivation Self and Others, Emotional Competence for Leadership Service Orientation, Positive emotions and happiness, conflict Management, Organisational Behaviour, Counseling, Stress Management	venkatesan@iift.edu
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65.	Dr. NIVEDITA MURKUTE Freelance Corporate Trainer	9999031093 9810972296	Soft skill, Behavioral, Spoken English Trainer, in educational Institutions, Hospitals and corporate. Team Dynamics and Leadership, Time Management, CRM- Customer Relationship Management, Stress Management, Sales and Negotiation Skills, Response and Reaction, I and You Approach, Spoken English.	niwedita1@gmail.com
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67.	Sh. Prafulla Kumar Jaiswal Retd. AG Office (Mumbai)	Mobile: 09869280973, (R) -022- 28703383	Administrative Matters, Government Rules and Regulations, Recruitment and Promotions, Reservations in recruitment and promotions, Modified Assured Career Progression Scheme, Pay fixation, Financial implications and pay fixation under orders of penalties, (Fundamental Rules And Supplementary Rules, Annual Performance Appraisal Report, Conduct Rules, and CCS,CCA Rules including Disciplinary proceedings, Receipt and Payment Rules, Financial Rules and Principal of Government Accounts, Delegation of Financial Powers, General Financial Rules, CCS Pension Rules, CCS Leave Rules, Travelling Allowance, Leave Travel Concession, Medical Rules (CGHS & AMA), Travelling Allowances, GPF Rules, New Pension Scheme, Regulation of Audit and Accounts, Constitution Of India, Accounting and Auditing Standards, Income Tax, Customs, & Excise Laws, Communication Skills including Noting and Drafting, Proficiency in Teaching, Good interpersonal skills, Ability to adapt to the work environment, Ability to work in a dynamic, deadline oriented environment,	Email : pkjaiswal30@gmail.com
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97.	Lalit Wadhwa Deputy Director, M/o Commerce	9868209086	GFR, DFPR, Children Education Assistance, Pension Rules, Leave Encashment, CGHS/CSMA Rules, TA DA Rules, Leave Rules, LTC, Budget, GPF, Conduct rules, Income Tax, MS Word, MS Excel, MS PowerPoint	lalitwadhwa.icoas@nic.in
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105.	Parvesh Kumar, Deputy Director, Ministry of Defence	9968955288, 9810270249	Income Tax, CGHS, CS(MA) Rules, CCS(Conduct) Rules, CCS(CC&A) Rules, Parliamentary Procedure, Advances to Govt. Servants	
106.	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC	09871033885	Right to Information, Communication Skills	
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108.	Reetha S. Prabha, Joint Secretary, Govt of Kerala	09446041415	Time Management, Communication Skills, Good Governance	
109.	Manabendu Sen, (Retd.as Director D/AHD&F in M/o Agriculture)	9213351197	Record Management	
110.	Brig Sekhar Visvanathan, (Retd.), National Defence Academy & Indian Military Academy	9868249836	Leadership, Ethics and Values, Personal Development, Disaster Management	vishfamilie@gmail.com
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112.	Ravinder Kumar I.R.P.S., Chief Personnel Officer	9711250320, 9701370612	Organizational Behavior, Office Procedure	

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129.	Bhomick Sen Senior Consultant (Soft Skill+Public Speaking)	91- 9999978474	Time Management Interpersonal Skill Negotiation Skill Motivation Talks Communication Skills Stress Management	Bhomick.Sen@gmail.com
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132.	Dr. Pradeep Bhardwaj CEO & Medical Director Six Sigma Healthcare Ltd.	09818868727	E-governance Leadership & Administration HRM & Strategy Management	pradeepkb28@gmail.com
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138.	Mohan Kumar, DANICS (Probationer), M/o Home Affairs	9717445149	Information Technology E-Governance Climate Change Environment & Biodiversity Disaster Management International Relations RTI Bills & Acts of Parliament National & Socioeconomic contemporary issues	mohankumarhbti@gmail.com
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141.	Manish Kumar Sharma SO E2W(PPC) IHQ of Ministry of Defence	9136451634, 9015917343	Office Procedure Record Management RTI Act 2005 Noting & Drafting Parliamentary Procedure CCS(Leave) Rules NPS LTC Rules Recruitment Rules DPC and Promotion APAR Seniority Principals Reservation in Service CCS(CCA) Rules CCS(Conduct) Rules Gender Sensitisation Leadership Qualities Team Building MS(Word) MS(Excel) MS (Power Point) Presentation Skills Preparing and Submission of Income Tax Returns	nice2cumk@gmail.com
142.	B.K. Vikas Ranjan(Rajyogi)	08800439049	Stress Management Ethics and Values Motivation	bkvrnanjan@gmail.com
143.	Shashi Mohan Srivastava [Retd. Under Secretary, MHA]	9911182824	Preventive Vigilance Punitive Vigilance Minor and Major Penalty Proceeding Mock Inquires Constitution of India CCS(CCA) Rule Office Procedures Conduct Rule Vigilance Matter Disciplinary proceeding Right to Information Act Gender Equality APAR Stress Management	sms82824@gmail.com
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GUEST FACULTY (Ex-Faculty – (ISTM))

S.No.	Name	Mobile Number	Subject	E.Mail
1.	Sh. M.P. Sethy Retd Ex-faculty, ISTM	9958483963 011-22796474	A) Training Methodology And Management-Direct Trainer Skills, Design of Training, Management of Training, National Training Policy, Systematic Approach To Training, Training Policy And Strategies, Learning Principle And Processes, Presentation Skills B) Organisation Behaviour And Management, Transformational Leadership, Stress Management Time Management, Change Management, Self Management Mid Life Transition, Ethics And Values, Capacity Building	mpsethy@rediffmail.com
2.	Prof. S.K.Ghosh Retd Ex-faculty, ISTM	9818046720	Training Methodology/ Techniques Oral & Written Communication/Presentation Skills, Organisational Behavior, Good Governance, Administrative Ethics, Office Management, HR Solutions	Ghosh_subir2001@yahoo.co.in
3.	Dr. N.K Rai. Retd Ex-faculty, ISTM	9818095550	Organisational Behavior, Human Relations in Organisations Behavioural Skill & Public Relations, Stress Management, Conflict Management, Team Building, Leadership, Disability, Guidance and Counseling, Psychology of Learning & Learning Styles, Community Based Rehabilitation, Interpersonal Effectiveness, Transformational Leadership, Motivation, Emotional Intelligence, Social Influence & Persuasion, Performance Appraisal, Ethics & Values/Ethical Dilemma, Self Development, Communication Skills, Transactional Analysis, Group Dynamics, Psychometric Assessment, Personality Development, Life Skills, HRM & HRD, Training Techniques.	raidrnareshk@hotmail.com

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9.	Sh. S. Sridhar Retd Ex Faculty, ISTM	9868868908	Office Management, Personnel Management, Time Management, Records Management, Effective Noting & Drafting & Forms of Communication, Establishment Rules (promotion , confirmation), Seniority , Framing of Rules, Decision Making, Project Management, Direct Trainers Skills courses as a recognizer	sridhar.sairam@gmail.co m
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38	A.J.K. Menon Ex Faculty, ISTM	9811569140	1) Topics related to Professional Skills /Secretarial Skills in respect of Stenographers, Personal Assistants, Sr. PAs, PSs/PPSs:- Personality Development, Role & Responsibilities	menonajk30@gmail.com

			of PAs/Sr. PAs/PS in the present changed scenario, Official Meetings – Role of Personal Staff in Organising/Arrangement, Issuing Agenda, Minutes, Getting along with the Boss, Management of Information, Organising Work and Maintenance of Engagement Diary, Tour Programmes and Travel Arrangements, Foresight & Security, Managing Office in the Absence of officer, Effective & Responsive Handling of Telephone Calls, Setting Up and Winding Up of Office, Handling Parliament Work – Role of Personal Staff, Managing Visitors, Managing Office in the Absence of Boss, Personal Section - Files and Publications Maintained in the Personal Section, Records Management in r/o Personal Section 2) <u>Behavior Skills & Office Procedure:-</u> Communication Skills, Stress Management, Time Management, Interpersonal Relations, Work Life Balance, Report Writing, Presentation Skills, Noting & Drafting , 3) <u>Computers (Computer Applications):-</u> MS Power Point, MS Word, MS Excel 4) <u>Training Technique Areas:-</u> RT for DTS, RT for DoT	
39	Geetha Nair (DS)	9910110249	Motivation, Leadership, Team Building, Communication Skills, Good Governance, DTS, DoT, MT for DTS-II	nairgeetha63@hotmail.com
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42	Gagandeep Chawla (PPS)	9810332827	CCS(CCA) Rules, CCS(Conduct) Rules, CGEGIS, Constitution of India, Leave Rules, Machinery of Government, Noting & Drafting, Office Procedure, Organisation & Method, Parliamentary Procedure, Pay Fixation, Pension Rules, Presentation Skills, Records Management, TA Rules, ICT, Poverty Alleviation, RTI Act, Computer Introduction, MS-Excel, MS-Power Point MS-Word	chawla_098@yahoo.com
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44	Jayashree Chellamani (US)	9871999518	Action Research, CCS(Leave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer-MS-Office Suite, MS-PowerPoint. MS-Word, Noting & Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance.	Jayashree.c@nic.in

45	Chandan Mukherjee (DS)	9810096900	<u>Office Management and Personnel Administration:</u> Office Procedures, Noting and Drafting, Cabinet Note, Parliamentary Procedures, FR/SR, Machinery of Govt. and Grievance Handling, Leave Rules, LTC Rules, Fixation of Pay Rules and GPF Rules <u>Training Techniques and Good Governance:</u> SAT, NTP, DTS, DoT, DTS-II (ELT) Total Quality Management and Citizens' Charter <u>Information & Communication Tools:</u> IT, MIS, Computers (Windows, Basics, LAN) and MS Office Package <u>Behavioral Techniques:</u> Stress Management, Organisational Development, Team building & Leadership, Public Private Partnership <u>Computer and Others:</u> MS Word/Excel/Power Point/Access	chandan@nic.in
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47	T. P Narayan Moorthy, Staff Officer (Retd.) Ministry of Defence, Nagpur	9869439284	Establishment Rules, Framing/ Review of recruitment Rules, Employee Resourcing , Public Office Communication & documentation management , Office Procedure, Reservation in Services, Handling CAT /Court Cases, Financial Management in Government – Budget preparation, Travelling Allowance Rules, Fixation of pay , Preventive discipline – Conduct Rules, Disciplinary Procedures, Impact of Positive discipline in Office Productivity , Grievance Redressal management, Time Management, Communication , Presentation Skills, Innovation, Decision making, Conflict management, Team building, Leadership, Motivation, Counseling, Personnel Management & Industrial relation.	moorthynadp@yahoo.co.in n_murthey@yahoo.co.uk

48	Rajeev Kumar Kundi, (US)	9810864709	Management Service Organization Analysis, Method Study, Work Management, Office Procedure, File Management, Noting & Drafting, Machinery of Government, D.S.I, RTI, Citizens Charter, Record Management.	rajeev.kundi@nic.in
49	M N Kundu, Ex Joint Director ISTM	8587871437	Developing Emotional Intelligence through Yoga way. OB & Managing Men, Using Stress as inner Drive (Mgt of Stress), Motivating Self and other through psycho-physical tools, Ethics & Values, Performance Appraisal, Developing Interpersonal Relation, Organizational Behaviour, Negotiation Skill & Conflict Management, Communication Skills, Listening Skill, Presentation Skills, Lateral Thinking, Team Building & Leadership, Administrative Vigilance & Disciplinary Cases.	<u>mn.kundu@yahoo.com</u>