

NATIONAL WATER ACADEMY, PUNE
Management Development Program
(for Non-Technical Officers of MoJs, DoWR, RD&GR & CWC)
08-12 September, 2025
REGISTRATION FORM

Participants Detail	
Name (in Capital)	
Designation	
Date of Birth	
Gender	
Name of Organization	
Responsibilities (in brief)	
Full Postal Address	
State / Country	
Telephone No (with STD Code)	
Mobile Number	
Email	
Date (Signature of the participant)	
Sponsoring Authority	
Full Postal Address	
Telephone No (with STD Code)	
Mobile Number	
Email	

Date (Signature and Seal)

Completed Registration Form may be sent by email to:
nwa.mah@nic.in, directorac-nwa@gov.in



Government Of India
Ministry of Jal Shakti,
Department of Water Resources,
River Development & Ganga Rejuvenation
Central Water Commission



Management Development Program
for Non-Technical Officers of MoJS, DoWR, RD&GR & CWC

08-12 September, 2025



Organized by
NATIONAL WATER ACADEMY

INTRODUCTION

In today's dynamic and fast-evolving organizational environment, effective management skills are essential not only for technical experts but also for non-technical officers who play a critical role in administrative and strategic functions. Non-technical officers in the Ministry of Jal Shakti (MoJS), Department of Water Resources, River Development and Ganga Rejuvenation (DoWR, RD&GR), and associated organizations including the Central Water Commission (CWC) play an essential role in supporting the administrative and operational functions of the organization. They provide assistance to senior officials involved in decision-making, coordination, and policy implementation, thereby contributing significantly to the overall efficiency and effectiveness of institutional operations. Despite not being directly involved in technical operations, they are integral to the smooth functioning of the system.

However, non-technical officers often encounter challenges such as managing time effectively under pressure; navigating interpersonal and team-related conflicts; coping with workplace stress; adapting to dynamic administrative and organizational environments etc. These challenges can impact both individual and organization effectiveness. Thus, there is a pressing need to equip these officers' modern office management tools, techniques, and behavioral competencies that can strengthen their leadership qualities, interpersonal communication, and problem-solving abilities to discharge assigned duties.

This **Management Development Program (MDP)** is designed to address these needs through a structured blend of classroom sessions, experiential learning, and outdoor activities aimed at holistic capacity building.

PROGRAM CONTENT

The training program is designed to strengthen key behavioral and managerial competencies essential for enhancing workplace effectiveness. The major components include

- Time Management
- Conflict Management
- Decision Making
- Creative Problem Solving
- Team Building
- Leadership Games
- Stress Management
- Yoga & Meditation
- Art of Healthy Living

Special Feature: Outdoor Training Component at MRA Centre, IoC, Panchgani

A two-day immersive training module will be conducted in a serene and nature-friendly environment, focusing on experiential learning, leadership development, and reflective practices through interactive sessions, outdoor activities, and group engagements.

FACULTY

The faculty will be drawn from the faculty of NWA and management experts.

TARGET GROUP

This program is specifically designed for mid- to senior-level officials in non-technical cadres who play a pivotal role in administration, coordination, and support functions.

The following categories of officers are encouraged to participate:

- Directors
- Deputy Secretaries
- Under Secretaries
- Section Officers
- Assistant Section Officers
- Principal Private Secretaries and Private Secretaries
- Officers of Equivalent Ranks in Non-Technical Cadres
- Etc

Participants working in various organizations of Central Water Commission, Department of Water Resources, River Development and Ganga Rejuvenation will particularly benefit from this program.

PROGRAM FORMAT

The program is spread over 5 days of which, 3 days will be classroom sessions (including management games) and two days outdoor training at MRA Centre, IoC, Panchgani.

PROGRAM INFORMATION

- Duration & Date : Five Days; 08-12 September 2025
- Reporting Time: 0930 Hrs on 08 September 2025
- Departure: After 2100 Hrs on 12 September 2025

PARTICIPATION / NOMINATIONS

Nominations of officers should be submitted to the Program Coordinator by 01st September 2025. Confirmation of acceptance of nominations will be communicated via email by 02nd September 2025. Nominated/sponsoring officers are requested to clearly mention the nominee's valid mobile number (preferably WhatsApp-enabled) and email address to facilitate timely communication and logistical coordination.

LODGING & BOARDING

Lodging and boarding arrangements for the participating officers will be made at the NWA Guest House. During the training period, lodging & boarding arrangements, will be provided by the National Water Academy (NWA), CWC, Pune. Participants are requested to inform their arrival and departure details well in advance to facilitate smooth arrangements. It may kindly be noted that family accommodation is not provided during the training period. However, in exceptional cases, if any officer requires family accommodation, the request must be intimated in writing well in advance to the Course Coordinator. Such requests will be considered subject to availability and approval by the competent authority.

CONTACT

Milind Panpatil, Director (Administration & Coordination) & Program Director
National Water Academy, CWC, Khadakwasla R S, Pune – 411 024

Tel : 020 – 24380528; Mob : 9763031746 / 8767305098

Email: nwa.mah@nic.in; directorac-nwa@gov.in; milind_panpatil@yahoo.com

Website: <https://www.nwapune.gov.in>