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College of Military Engineering
PIN 908 797
C/O 56 APO


9503/CEOC/ ^{THU} /GT

19 Nov 20

Automation Cell
E-in-C's Branch
IHQ of MoD (Army)
PIN 908710
C/O 56 APO

**UPLOADING OF JOINING INSTRUCTION ON CME / MES WEBSITE
FOR CHIEF ENGR ORIENTATION COURSE - 19 AT COLLEGE OF MILITARY
ENGINEERING (CME), PUNE FOR OFFRS WEF 23 NOV TO 05 DEC 2020**

1. A copy of Joining Instructions CEOC -19 course commencing wef **23 Nov 20 to 05 Dec 20** is fwd herewith.
2. You are requested to upload the Joining Instrs on MES Website.
3. **E-in-C (E Trg) only.** Request confirm the uploading of the sub Joining Instructions pl.


(Kuldeep Gautam)
Maj
GSO 1 (Exam)
for Comdt

Copy to:

IHQ of MoD (Army) - For info and necessary action pl.
E-in-C's Branch (E Trg)
PIN 908710
C/O 56 APO

NOO

FCM - For info.

**DRAFT JOINING INSTRUCTIONS FOR ONLINE COUNDUCT OF
HIGHER MANAGEMENT COURSE (CEOC- 19)
AT COLLEGE OF MILITARY ENGINEERING, (CME) PUNE
SCH WEF 23 NOV 2020 TO 05 DEC 2020**

TRAINING INSTRUCTIONS

Gen.

1. On behalf of the Commandant and all ranks of CME, we extend a warm welcome to you for attending course at the College.
2. CME is a premier Category 'A' Establishment responsible for imparting training to Military and MES Officers and subordinates.

Conduct of Course

3. **Aim.** To train Superintending Engineer (SE), who are in promotion zone of Chief Engineer (CE) to effectively function as CEs / Staff appointments in MES.
4. **Scope.** The Officers shall be trained / prepared for Higher level Management to enable them to address larger issues pertaining to organization & management of work effectively & efficiently.
5. **QR.** SE in the promotion Zone of CE. Personal details as per **Appx 'A'**, shall be filled by trainee officers & submitted through e-mail.
6. **Block Syllabus / Duration.** One week Construction and Personnel management Capsule at Dr MCR HRD, Hyderabad and one week guest lectures by Senior officers of MES on contemporary MES issues.
7. **Method of Instruction.** The course will be conducted online through lectures and presentations.
8. **Working Hours.** The course will be conducted on all working days during the period from 0900-1430 hrs. The detailed training schedule will be intimated separately through email. The trainees will maintain punctuality on all days and log in the website 10 minutes prior to the commencement of classes.
9. All trainees are expected to use their Laptop with good internet connectivity and clarity instead of mobile phones. It is also recommended to use headphone to bar the external noise during the session. To remain engaged throughout the day, the trainee officer should use appropriate bandwidth to avoid any disturbance/disconnection.
10. All trainees will receive a user ID and password to join the course for the scheduled period of trg separately. The trainee officer will receive joining link on daily basis to engage the course. The Course Offr is Sh Rakesh Kumar Agrawal, Dir and his mobile No is 9831142414 and email ID for any clarification is agrawalk1971@gmail.com.
11. The trainee officer shall prepare Case study related to MES matters (works or Pers) or they can share their experience of handling peculiar management problem, in MES. All officers are requested to submit brief of their Presentations latest by 22 Nov 20 through email. The selected trainees officer will get opportunity to give lecture in the CEOC-19 course.
12. Course officer will form, email groups, for further communication & Correspondence, with all the trainee officers.

13. On completion of the course, online feedback will be submitted by all the trainees on standard Performa (will be provided online).
14. To ensure effectiveness of the online mode training it is important for officials to participate actively in discussions, interaction during online classes with the instructor and other fellow participants.
15. Leave. Attending all lectures shall be mandatory. No leave shall be granted during the course as a matter of policy (unless it is on medical reason or extreme companionate grounds).
16. Once again, wishing you a very happy and intense learning experience and exposure of MES Works procedures.

PERSONAL DETAILS OF OFFR

1. (a) MES No :
- (b) Post / Desg :
- (c) Name :
2. Unit :
3. Fmn :
4. Comd :
5. Postal Address :
6. Date of Seniority :
7. **Courses Attended** **Grading** **Yr**
 - (a)
 - (b)
 - (c)
8. Mobile No. :
9. email id :

COUNTERSIGNED
(Controlling Officer)