

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORY CIVIL SERVICES

INSTITUTIONAL AREA VISHWAS NAGAR, SHAHDARA, DELHI – 110032.

Tele Fax: 22303843 Fax No. 22308556, 22303844 Email: adtrg4utcs.delhi@nic.in

F. No. 8(1)(11)/2014-15-UTCS/TS-IV 6177-6343

Dated: 21/4/14

**LEARNING UNITS ON
‘TRAINING ON SELF DEFENCE FOR WOMEN (BASIC COURSE)’**

Name of the Package of Courses		• Personality Development		
Duration of the Course		Two days (19 th June to 20 th June, 2014)		
Number of Sessions		8 (Eight)		
Training Branch		IV		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
DAY – 1, 19/06/2014 (Thursday)				
Session – I	Introduction			
10.00-11.15 a.m	Introductory session Warming exercises Rest	Lecture Exercise	Training Hall	Loose clothing for comfortable movements
Session – II	Understanding our bodies			
11.30-12.45 p.m	Light aerobic exercises to train the body.	Lecture Exercise	Training Hall	Loose clothing for comfortable movements
Session – III	Theory on self defence techniques			
1.45-3.00 p.m.	Self Defense techniques Punch/kick Body pressure points	Lecture	Training Hall	Loose clothing for comfortable movements
Session –IV	Practical demonstrations of self defence techniques			
3.15-4.30 pm	- Practical demonstration - Practice sessions	Lecture Exercise	Training Hall	Loose clothing for comfortable movements
DAY – 2, 20/06/2014 (Friday)				
Session – V	Exercise sessions			
10.00-11.15 a.m.	Warming exercises	Lecture Exercise	Training Hall	Loose clothing for comfortable movements
Session - VI	Exercise sessions			
11.30-12.45 pm.	- Light aerobic exercise	Lecture Exercise	Training Hall	Loose clothing for comfortable movements
Session - VII	Self Defense techniques			
1.45-3.00 pm	Self Defense techniques	Lecture Exercise	Training Hall	Loose clothing for comfortable movements
Session – VIII	Time Management in Government Setup			
3.15-4.30 pm	Sparring with partners Pretend danger situations. Practice sessions	Lecture Exercise	Training Hall	Loose clothing for comfortable movements

Dress code: Loose clothing, preferably lower should be salwars/shorts with a loose Kurta/T-shirt. Clothing should allow for comfortable movement during the training exercises.

1-5-14

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KAKKARDOOMA COURTS, DELHI - 110032.

F. No. 8(1)(11)/2014-15-UTCS/TS-IV / 6177-6343

Dated: 21/4/14

CIRCULAR

The Directorate of Training: Union Territories Civil Services, Govt. of NCT of Delhi is conducting a two - day training programme on '**TRAINING ON SELF DEFENCE FOR WOMEN (BASIC COURSE)**' for women functionaries in the Government, its local/autonomous bodies, public sector undertakings etc. The schedule of the programme is as under:

<u>Date</u>	<u>Timings</u>
19 th - 20 th June, 2014 (Thursday-Friday)	10.00 a.m. to 4.30 p.m. (With Lunch break from 12.45 p.m. to 1.45 p.m.)

The training programme will aim at:

- Providing the women employees a chance to learn about training the body
- Learning about self-defense techniques
- Clearing the mind of stress, negative emotions and mental blocks when faced with danger.
- Providing practical demonstrations for self defense techniques
- Providing practice in mock sessions.
- Enhancing physical energies with belief in self.
- Enhancing willingness to tackle day-to-day situations with renewed sense of enthusiasm.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 25 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination of interested officers may please be forwarded to the undersigned latest by 14/06/2014 at adtrg4utcs.delhi@nic.in or fax at 22303843.
4. Nominations received after 14/06/2014 may not be entertained.

OTHER INSTRUCTIONS

1. Participants should wear loose clothing that allow for comfortable movement during the training exercises. Participants preferably should wear clothing like Salwar/ shorts as lower and a loose kurta/T-shirt.
2. Participants are expected to observe punctuality and regularity.
3. Participants are expected to keep their mobile phones on silent mode during the training sessions.
4. Participants are expected to participate in the exercises
5. Participants may contact the undersigned for any information/clarification on training course. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax: No. 22308556 or through email address adtrg4utcs.delhi@nic.in.

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

F. No. 8(1)(11)/2014-15-UTCS/TS-IV

Dated:

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings/Corporations with the request to encourage their women employees and officers to avail the benefit of this training.
2. Asst. Director (Trg-V) for uploading on the website.

(CATHERINE MATHAI)
Assistant Director (Trg.)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
INSTITUTIONAL AREA, BEHIND KAKKARDOOMA COURTS, VISHWAS NAGAR, DELHI -

110032.

F. No. 8(1)(11)/2014-15-UTCS/TS-IV

CIRCULAR

Dated: - 21/4/14

The Directorate of Training: Union Territories Civil Services, Government of NCT of Delhi is conducting a Training Programme on 'Self Development' for middle level management and above for functionaries in the Government, its local/autonomous bodies, public sector undertakings etc. The schedule of the programme is as under:

Date	Timings
2 nd June, 2014 to 13 th June, 2014	3.00 P.M to 6.00 P.M

With an inbuilt module of 'SUDARSHAN KRIYA', the programme will aim at:

- Elimination of toxins from the system.
- Clearing the mind of stress, negative emotions and mental blocks
- Providing greater physical energies with mentally and emotionally refreshed feeling in self.
- Enhancing willingness in individuals to innovate, renewed sense of enthusiasm which ensures better performance.

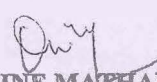
The course fee per participant is Rs. 1500/-, which will be borne by the Directorate of Training, UTCS to the extent Rs. 1350/- and only Rs. 150/- will be charged from the participating officer. This issues with the approval of the Finance Department vide its U.O. No. 337/Exp.-2 dated 09-11-2009.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 25 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination of interested officers may please be forwarded to the undersigned latest by **26 May 2014**.
4. **Nominations received after 26.05.2014 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.
6. Departments are advised that once the course starts the participants must be attend all days. Therefore nominations of officers should be made keeping in mind the above conditions.
7. Bio-data form can also be downloaded from this office website <http://www.utcs.delhigovt.nic.in> under Training Menu.

OTHER INSTRUCTIONS

1. Participants should not wear tight clothing. Women participants preferably should wear clothing like Salwar Kameez.
2. Participants are expected to observe punctuality and regularity.
3. Participants are expected to keep their mobile phones **on silent mode** during the training sessions.
4. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
5. Participants are expected to utilise the knowledge gained during the training for efficient discharge of their duties.
6. Participants may contact the undersigned for any information/clarification on training course.
7. Contact/correspondence may be made on Phone Nos. 22303843, Fax No. 22308556 or through email address adtrg4utcs.delhi@nic.in.



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

F. No. 8(1)(11)/2014-15-UTCS/TS-IV / 6010 - 6176

Dated: 21/4/19

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefits of this training.
2. AD-V, Directorate of Training (UTCS) for uploading on the website of the Department.


(CATHERINE MATHAI)
Assistant Director (Trg.)