



CHENNAI METRO WATER TRAINING CENTRE

CALENDAR OF TRAINING PROGRAMME

FOR THE YEAR 2024-2025



MISSION

To be the Centre for excellence in providing support services to water and sanitation sector for efficient management enhanced consumer satisfaction and environmental conservation.

VISION

To be the First Choice of those who seek professional services, Technical Solutions, Human Resources and Systems Development.

CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD – TRAINING CENTRE

No.56, Raji Street, Ayanavaram, Chennai - 600 023.
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Website : <https://cmwssb.tn.gov.in/training-centre>

About CMWSSB

Chennai Metropolitan Water Supply and Sewerage Board (CMWSSB) is a Public Undertaking constituted by Act No.28 of 1978 of the State Legislature of the Tamil Nadu Government. The prime responsibility of the Board is to attend to the growing needs and for planned development of the water supply and sewerage services in the Chennai Metropolitan Area and for all matters incidental thereto. One of the matters incidental thereto is to function as a "Knowledge Centre" for disseminating the technological innovations that come up in the water and sewerage sector across the Indian sub-continent.

A few highlights concerning its growth and capacity over the past years are given below:

- The Board is the first Water Utility in the country to setup three large desalination plants of capacity 100 MLD, 110 MLD and 150 MLD.
- The Board also uses latest technologies for treating sewage water and has also been successfully producing energy from waste water - which is a kind of non-conventional energy.
- As a policy of conserving fresh water, the Board has set up Tertiary Treatment Reverse Osmosis (TTRO) plants and Tertiary Treatment Ultra Filtration (TTUF) plants which enables supply of water for industrial and commercial purposes.
- In the absence of perennial water sources, the Board had been facing water shortage once in three to four years and during each of the occurrence, the Board had come out successful in managing drought situations during the past years.
- Also CMWSSB is the first utility in the country to promote large scale water conservation by making rain water harvesting and recycling of grey water mandatory for all the buildings.

Metro Water Training Centre

Towards its goal to function as a Knowledge Centre, a Training Centre was established in the year 1982. The Training Centre has developed state-of-the-art Training modules for In-house training programmes. The training modules are also provided to external participants from across India with well-suited courses for the specific knowledge requirements.

- The Training Centre is situated at No.56, Raji Street, Ayanavaram, Chennai - 23 (adjoining the Kilpauk Water Treatment Plant) with an extent of 5 acres.
- The Metro Water Training Centre in its current form is predominantly catering to the training and development needs of CMWSSB employees. Every year on an average 2500 staff of CMWSSB including technical, administration, finance and field workers are being benefited by the In-house Training programmes. About 54 course titles are proposed for the In-house training programme under the following modules for the Year 2024-2025:
 - ❖ Urban Water and Sanitation Management Module
 - ❖ Operation and Maintenance Module
 - ❖ Urban Water Quality Module
 - ❖ Project Management Module
 - ❖ General Management Module
 - ❖ Finance Management Module (Using Information Technology)
 - ❖ Information Technology Module
 - ❖ Human Resource Development Module

- All the training courses are based on pre-planned Training Calendar for each and every Financial Year. This Training Calendar which would illustrate the proposed training programme is being sent to other Organizations for mobilizing their Officials for participating in the In-house Training programmes.
- Metro Water Training Centre is one among the organisations conducting Refresher Courses sponsored by Central Public Health and Environmental Engineering Organization (CPHEEO) every year during the months of November to February for the staff of CMWSSB as well as the staff from other Water Utilities and Public Health Departments across the country. By conducting the above refresher courses, CMWSS Board is sharing its knowledge and experience in water supply and sewerage services with other organizations in India.
- In addition to conducting regular In-house and CPHEEO sponsored Refresher Courses, many special training programmes including exclusive tailor made (customized) Training programme for other organizations (on payment of requisite course fees) are also being conducted.
- The Metro Water Training Centre facilitates ideal atmosphere for training with infrastructures and facilities viz.
 - (i) Air conditioned Meeting Hall with a seating capacity of 100 Nos. with Smart interactive Board.
 - (ii) 3 Nos. of Air conditioned Class Rooms (including a Computer Lab with All-in-One Computers) altogether with the seating capacity of 100 Nos. with Smart interactive Board / Projectors.
 - (iii) The Metro Water Training Centre has a Library with a collection of about 2900 books covering Engineering, Technology, Management, Training, Finance disciplines and Computers as well as Operational manuals, specifications and ISI code are available.
 - (iv) A good Administrative Office Building is functioning within the Training Campus.
 - (v) Dining Hall with a seating capacity of 40 Nos.
 - (vi) Hostel Facility with 3 Single and 5 Double bed rooms with A.C, T.V. and Dining Hall.
 - (vii) The Training Centre premise is under CCTV surveillance system.

Field Visit / In-plant Training / Data Collection / Project Work for students of Educational Institutions

In order to support the students towards co-curricular activities, Metro Water Training Centre is according permission for Students / Faculty members of Educational Institutions / Universities (i) to visit the Board's Water & Sewage Treatment Plants and Desalination Plant with the fees payable at Rs.100/- per head / plant / day subject to the minimum of Rs.2,500/- per batch per plant (restricted to 25 Nos. per batch) + GST @ 18% and (ii) to attend In-plant training / Project Work / Data Collection / Sample collection at any of the Board's Water & Sewage Treatment Plants or at Administrative / Finance / Technical wings at Head Office, on payment of Rs.300/- per head / plant / day + GST @ 18%.

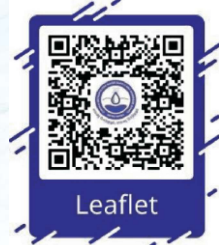
Special Training packages for the students of Educational Institutions

The Training Centre has now opened a new chapter wherein it would conduct special Training Programmes for the Students of Private & Govt. Engineering Colleges / Polytechnic Colleges / Organizations, on the following modules:

- a. Module 1 - A course on Waste Water and Recycling system with TTRO and TTUF field exposure.
- b. Module 2 - A course on Desalination and Field exposure to Desalination plant.
- c. Module 3 - A course on City Water Supply and Sewerage System with field exposure.

The Training modules will be handled by domain experts within CMWSSB / experts from external sources (If required), followed by field office lecture by Field Engineer within CMWSSB, Field visit to the respective plant / site as per the course opted (the College Bus may be utilized for transportation of students to the Training Centre and for field visits as applicable during the course). Further, Course material kit will be provided for the students.

The Brochure and leaflets for the training packages illustrating the details of the programmes to be conducted at CMWSS Board's Training Centre is annexed herewith.



Interested students may approach us through their Institutions and avail our services. On completion of each course, an assessment of their understanding on the subject can be made and certificates will be issued by CMWSSB's Training Centre, accordingly.

Exclusive / Customized Training programmes for the participants from other Organizations

As stated above, the Training programme can also be conducted exclusively for the Officials of Central / State / UT's / PSU's / Autonomous bodies / Boards / Corporation / Departments, Urban planners, Architects and employees of Private Organizations on feasible dates based on the availability of the faculties on mutually convenient dates to both the organizations.

In addition to the regular programme schedule, additional schedules and other customized Training Programs can be organized on demand.

The Training Centre is of the firm opinion that unstinted involvement of the participants in the training programme is as important as the knowledge disseminated and shared during the training courses. Therefore, our main emphasis is to inculcate the habit of focusing full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures interspersed with healthy discussion with participants so as to ensure that they get full grasp of the subject and have clear concepts & their application. Case studies, group discussion, exercises etc. may also held as per the course opted.

Utilising the amenities available at CMWSSB's Training Centre on rental basis

The amenities available at CMWSSB's Training Centre viz. Meeting Hall and Class Rooms along with Dining Hall & Hostel facility can also be utilized by Government & Private Organizations / Institutions on rental basis for conducting Training Programmes, Workshops, Seminars, etc. The rental charges are very nominal and can be affordable to the respective Organizations and Institutions.

Gallery



Meeting Hall



Class Room I



Class Room II (Computer Lab)



Class Room III



Library



Admin Office



Dining Hall



Hostel

CHENNAI METRO WATER TRAINING CENTRE

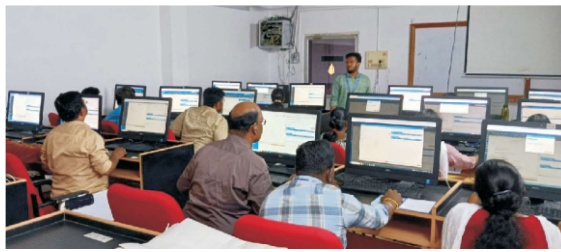
Calendar of Training Programmes for the year 2024-2025

S. No.	Module / Course Title	Remarks	No. of Batches	Code No.	Duration in Days	2024												2025		
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
IN-HOUSE TRAINING COURSES																				
I. Urban Water and Sanitation Management Module																				
1	Smart Water Management System with 24x7 Water Supply	AMRUT Guidelines	4	TS36	1			3				8			3		6			
2	IoT and SCADA for Water / Waste Water Management	AMRUT Guidelines	4	TS37	1				5		12			23			5			
3	Implementation of GIS Mapping of Water Supply and Sewerage Infrastructure	AMRUT Guidelines	4	TS39	2			25-26			24-25		6-7			17-18				
4	Desalination Plant - Process and O&M Aspects	EV	4	TS04	2			21-22			8-9		25-26			20-21				
5	Water Treatment Plant - Process and O&M Aspects	EV	3	TS25	2			19-20			29-30		11-12							
6	Preparation of DPR for WSS with WaterGEM	CBT	3	TS27	2			14-15			19-20				23-24					
7	Preparation of DPR for UGSS with SewerGEM	CBT	3	TS28	2			4-5					14-15			10-11				
8	Sewerage Treatment Plant (TTRO & TTUF) - Process and O&M Aspects	EV	3	TS26	2					12-13		21-22		26-27						
9	Standard Operating Procedures for UGSS and WSS		4	TS41	1			7	24				5		7					
10	Water Hammer and STAAD Pro		4	TS42	2				2-3			3-4		10-11		13-14				
II. Operation & Maintenance Module																				
11	Energy Audit and Water Audit		3	TS40	2			9-10			27-28		27-28							
12	Safety SOP in Water Supply & Sewerage System and Septage Management	SBM - Urban 2.0 Guidelines	3	TT02	1				11			28		3						
13	Sub Surface Utility Engineering - Trenchless Technology		3	TS02	1					20		16			22					
14	Manual Scavenger Rehabilitation Act 2013 and SOP for cleaning of Sewer and Septic Tanks		3	TS33	1				31		13					14				
III. Urban Water Quality Module																				
15	Leak Detection in Water Distribution Networks & Reduction of NRW		3	TS13	1				26			18			27					
16	Water Quality Assurance/Monitoring and Testing procedures based on IS 10500:2012	EV	3	TS35	1			14			17					6				
IV. Project Management Module																				
17	Environmental Impact Assessment (EIA) & Environment Social Framework (ESF)		3	TM07	1						2			5			12			
18	Recharge for Water Sustainability- Waste Water Reclamation		3	TM19	1			27			4			17						
19	Contracts and Material Management		3	TM16	1			24		14				9						
20	Disaster Risk Reduction & Resilience in Cities with adaption for Climate Change		3	TM23	1				22			15			10					
21	Total Quality Management for Water & Sewer Projects		4	TM17	1			7	9	13		10								
22	Confronting Challenges with Solutions by CMWSSB for Effective Water Management		4	TM25	1			13		23			20				18			
23	Confronting Challenges with Solutions by CMWSSB for Effective Sewer Management		4	TM26	1				12		5		8			19				
24	GIS with RTK Survey using DGPS and Drone Survey		4	TM27	1			11		19			4		28					
25	Handling of Adjudication, Arbitration & Implementation of Court orders.		3	TM24	1					21			22		29					
26	Innovative Technologies in WSS and UGSS	EV	3	TM28	1			12		22			19							

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						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
IN-HOUSE TRAINING COURSES																				
V. General Management Module																				
27	Right to Information Act 2005		3	GM03	1			27			4			3						
28	Handling of Legal issues - Confronted by CMWSSB		4	GM04	1				16		26		8				12			
29	CMWSS Act 1978, Office Manual & File/Registers Maintenance		5	GM07	1			24		5		7		13		24				
30	Duties and Responsibilities with Professional Ethics		4	GM13	1				23			17		20				19		
31	Inter/Intra Departmental Communication		5	GM14	1		28			21			21	6				10		
32	Finance for Non-Financial Executives		4	GM19	1			21			23		13		8					
33	Basic Engineering for Non-Technical officials		4	GM18	1			25		12		21					6			
VI. Financial Management Module (Using Information Technology)																				
34	Oracle Payables (Payment mode in RTGS) & Receivables		3	FM19	1					13		22		27						
35	Direct & Indirect Tax - TDS/GST Provisions		3	FM34	1				9			4			21					
36	Pre-Audit of Bills/Payable & General Auditing		3	FM30	1			13		23			20							
37	Oracle Inventory and Projects		3	FM26	1				19		20				24					
38	Billing & Collection and Bank Reconciliation Statement for Non Operating Account		4	FM31	1			7			10		5		9					
39	Bank Reconciliation Statement for Operating Account and Compliation of Accounts		4	FM32	1				2		25			10	13					
40	Accounts standard & Audit Paras		4	FM33	1			10		2		23		2						
41	Budgeting and Funding		3	FM23	1				26				18		7					
42	Accounting - Journal Ledger		3	FM24	1				4		12				4					
43	Revenue Collection Drive Procedures with Efficiency Improvement		4	FM35	1			14				25		6		20				
VII. Information Technology Module																				
44	Online Registration Procedure for Water and Sewer Application		3	IT16	1		17		15		3									
45	Online FMS, DFW, DFS & Grievance Redressal System		3	IT17	1			18		6					28					
46	Primavera P6 Fundamentals for Project Management	CBT	4	IT18	2				29-30		9-10			18-19	26-27					
VIII. Human Resource Development Module																				
47	Yoga and Health Benefits	ACT	5	GM02	1	29			25		6		14		5					
48	Prevention of Sexual Harassment of Women at work place		4	GM16	1		3				17			24		4				
49	Retirement Preparedness - Wealth & Wellness Planning		3	GM06	1	25					23		19							
50	Work-Life Management	ACT	3	GM12	1	30		28				29								
51	Income Tax and Investment Planning		4	GM17	1				3			15		12	21					
52	Building Organisational Excellence	ACT	4	GM11	1		16		10		18			4						
53	Stress Management and Emotional Intelligence	ACT	4	GM15	1	25		6		1		30								
54	Excellence in Tamil Typewriting	CBT	4	GM20	1			11		19		9				25				
CPHEEO SPONSORED COURSES																				
1	Corrosion Control		1	CP01	5								21-27							
2	Sewage Works Supervisors		1	CP02	10									4-18						
3	Care & Use of Chlorinators		1	CP03	5										23-29					
4	Filter Operation		1	CP04	7											27-7				
5	Laying of Water Mains & Sewer Lines		1	CP05	5											10-14				
EV - EXPOSURE VISIT CBT - COMPUTER BASED TRAINING GM - GENERAL MANAGEMENT TS - TECHNICAL SUPERVISOR IT - INFORMATION TECHNOLOGY ACT - ACTIVITY TM - TECHNICAL MANAGEMENT TT - TECHNICAL THOZHILALI FM - FINANCIAL MANAGEMENT CP - CPHEEO SPONSORED COURSES																				



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Chennai Metropolitan Water Supply and Sewerage Board (CMWSSB) was established in 1978 under "The CMWSSB Act, 1978" for exclusively attending to the growing needs and for planned development and appropriate regulations of water supply and sewerage service in the Chennai Metropolitan Area with particular reference to the protection of Public Health and for all matters connected therewith or incidental thereto.

The Training Centre is one of the Departments of CMWSSB and the objective is to enhance the knowledge, Skill and Attitude factors of the staff of all Departments in CMWSS Board.

Apart from conducting regular In-house training programmes, CPHEEO sponsored Refresher Courses & special training programmes, Departmental exams are being conducted every year to the staff which is mandatory for promotion to the various categories of posts. The Training Centre had published 5 Nos. of Hand Books on various activities of CMWSS Board as a guidance resource to the Engineers.

Further, as part of the initiatives taken by the department to support Entrepreneurs / Start-ups, the Training Centre has the facility to conduct Training programme on AutoCAD, Rain Water Harvesting Structures, Inplant Training in various wings / plants of CMWSS Board, MS Office, English & Tamil typing, etc to the interested startups in co-ordination with Entrepreneurship Development and Innovation Institute - Tamil Nadu (EDII-TN).

Further enquiries may be addressed to:

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