



“आ नो भद्राः क्रतवो यन्तु विश्वतः”
राष्ट्रीय संचार अकादमी-वित्त, नई दिल्ली



National Communications Academy- Finance, New Delhi
Special Foundation Course 2025
(September 15 to December 5, 2025)
Week 2
Time Table

Monday 22.09.2025	Tuesday 23.09.2025	Wednesday 24.09.2025	Thursday 25.09.2025	Friday 26.09.2025	27- 28.09.2025
Law-13 IT Act & DPDP Act Dr Pawan Duggal Full Group (TH) 09:30-10:30	Law-3(Contract Act) Prof. (Dr.) Ritu Gupta, NLU, New Delhi Full Group (TH) 09:30-10:30	Law-1 (Interpretation of Statutes) Prof. (Dr.) Niraj Kumar, NLU, New Delhi Full Group (TH) 09:30-10:30	Law-5 Decoding the Bharatiya Nyaya Sanhita, 2023: Indianization of the Colonial Penal Law Dr. Neeraj Tiwari, NLU, New Delhi Full Group (TH) 09:30-10:30	Management-1 Understanding Oral Communication in Government (Dr Sibichen K Mathew, DG,NADT) Full Group (TH) 09:30-10:30	Saturday Alaknanda Sunday Bhagirathi Local Trek Aravali 0500-1100 hours YHAI
Break 10:30-10:40					
Law-14 IT Act & DPDP Act Dr Pawan Duggal Full Group (TH) 10:40-11:40	Law-4(Contract Act) Prof. (Dr.) Ritu Gupta, NLU, New Delhi Full Group (TH) 10:40-11:40	Law-9 Administrative Law Prof. (Dr.) Niraj Kumar, NLU, New Delhi Full Group (TH) 10:40-11:40	Law-6 Indianizing Justice: Understanding BNSS and BSA Full Group Dr. Neeraj Tiwari, NLU, New Delhi (TH) 10:40-11:40	Management-2 Effective Communication and Conflict Management: Strategies for Civil Servants (Dr Sibichen K Mathew, DG,NADT) Full Group (TH) 10:40-11:40	
Tea Break 11:40-12:00					
Management-4 Stress Management Dr J Arvinder Director, Ashoka Centre for Well- Being, Ashoka University Full Group (TH) 12:00-13:00	Sustainable Development: Balancing Growth with Green Dr. Jagmohan Sharma, IFS(AIS), Director, IGNFA Full Group (TH) 12:00-13:00	HRM-5 Disciplinary Proceedings Full Group (TH) 12:00-13:00	Fete Briefing Full Group (TH) 12:00-13:00	Short Trek Briefing Full Group (TH) 12:00-13:00	
Lunch Break 13:00-14:10					
Management-3 Emotional Intelligence Dr J Arvinder Director, Ashoka Centre for Well- Being, Ashoka University	PA Mission Karmyogi Ms. Radha S Chauhan, Chairman CBC (TH) 14:30-15:30	HRM 4 POSH Act Prof. (Dr.) Ritu Gupta, NLU, New Delhi Full Group (TH) 14:30-15:30	Fete Briefing Full Group (TH)	HRM 7 TA/ DA/ Leave Rules Arvind Kumar LBSNAA Full Group (TH) 14:30-15:30	

Full Group (TH) 14:30-15:30					
Break 15:30-15:40					
HRM-6 UPS (Dr Sumit Kapur ED, PFRDA) Full Group TH 15:40-16:40	PA Institutional Reform & Digital Transformation Ms. Radha S Chauhan, Chairman CBC Full Group TH 15:40-16:40	HRM 4 POSH Act Prof. (Dr.) Ritu Gupta, ,NLU Full Group (TH) 15:40-16:40	Mentor Group Meeting 15:40-16:40	HRM 8 Hands-on TA/ DA Arvind Kumar LBSNAA Full Group (TH) 15:40-16:40	

Group code	Tutor	Faculty Abbreviation	Tutor Room	Session Venue
A B C D E F G H I	Madhavi Das Kamal Kapoor Preeti Mahto Shailesh Bansal Pooja Gupta Ravi Yadav Amarnath Ojha Shashank Shekhar Agarwal Taruni Pandey	MD KK PM SB PG RY ANO SSA TP	OT Room GF-29 Senate 1 Senate 2 Breakout 1 Breakout 2	Joint Session: Tarang Hall (TH) Group Session: GF-29 GF-30 TH
I J K L	Manjima Bhattacharjee Japneet Kaur Yukti Chaudhari Nitika Gaba	MB JK YC NG		Dining/Mess Venue: Dining Hall 1 Dining Hall 2 Dining Hall 3 Tea Breaks: Lobby Ground Floor Sports Complex
Subject Abbreviations			Venue Abbreviations	
PA HRM E ICT L M PSC GV Lang ECM	Public Administration Human Resource Management Economics Information Technology Law Management Political Concepts & constitution of India Good Governance Language Extra-Curricular Module		TH BR OTR S1 S2 BO3 BO4 CR1-4 LB ABC DH1 DH2 DH3 L1 L2 L3 CG SC TBC	Tarang Hall (Sports Complex) Board Room OT Room Senate 1 Senate 2 Breakout 3 Breakout 4 Classroom 1-4 Library Block Academic Block Cafeteria Dining Hall 1 (Hostel) Dining Hall 2 (Hostel) Dining Hall 3 (Hostel) Lounge 1 Lounge 2 Lounge 3 Cricket Ground Sports Complex Tennis & Basket Ball Court

Guest Speakers of the Week	
1. Dr Pawan Duggal Session Moderator- Mr. Srinjay Kumar, A-03, 2. Dr J Arvinder, Director, Ashoka Centre for Well-Being, Ashoka University Session Moderator- Mr. Nagaraja Naik Banothu, A-04 3. Dr Sumit Kapur, ED, PFRDA Session Moderator- Ms. Aditya Mathur, A-05 4. Prof. (Dr.) Ritu Gupta, NLU Session Moderator- Mr. Mayank Bajpai, A-06 (23.09.25) Ms. Tejaswini Rajaram Khambe, A-10 (24.09.25) 5. Dr. Jagmohan Sharma, IFS(AIS), Director, IGNFA Session Moderator- Mr. Kanishak Aggarwal, A-07 6. Ms. Radha S Chauhan, Chairman, Capacity Building Commission, Govt of India Session Moderator- Mr. Kenneth Chakma, A-08 7. Prof. (Dr.) Niraj Kumar, NLU Session Moderator- Mr. Bipul Gupta A-09 8. Dr. Neeraj Tiwari, NLU Session Moderator- Mr. Vinit Harshadbhai Jadav, K-02 9. Dr Sibichen K Mathew, DG, NADT Session Moderator- Mr. Mohit Mangal, K-04 10. Arvind Kumar, ICoAS, LBSNAA Session Moderator- Mr. Amar Baghel, K-05	
1. Disciplinary hearing will be held at Board Room every day from 1700 hrs. in Board Room 2. Ensure that reporting for all sessions T-5 minutes.	
Outdoor & other activities	
1.Reporting for Morning Activities at 06.15 am at Sports Ground Dress for Outdoors (Morning & Evening): Men & Women: Academy T-shirt/ Academy Track Suit/ Sports Shoes.	 (Shailesh Bansal) Course Coordinator SFC 2025, NCA-F