

TRAINING CALENDAR OF COCHIN PORT AUTHORITY FOR THE YEAR 2026

Sl. No.	Title of the programme	Target Group a. Those who are currently handling the matter or b. Those who are new to the subject or c. for both	Anticipated no. of participants	Faculty (Internal/external)	Proposed Date/Week of Training
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February 2026

1	Training programme on SAP & DDFS	(c)	20	Internal	2 nd week
2	Safety Training programme	(c)	20	External	4 th week

March 2026

3	Training on 'Tender Procedures including GeM'	(c)	20	External/Internal	2 nd week
4	Training on Cochin Port Employees (Classification, Control & Appeal) Regulations, 1964 and Cochin Port Employees (Conduct) Regulations, 1964	(c)	20	Internal/External	4 th week

April 2026

5	Procurement manuals in respect of Goods, Work, others etc -	(c)	20	Internal	2 nd week
6	Women Health/ Well Being / POSH Act	(c)		Internal	4 th week

May 2026

7	Noting & Drafting/Putting up of Proposals	(c)	20	External/Internal	2 nd week
8	Tender document preparation, Cost escalation, Liquidated damages, Suspension, Termination, Variation, PPP agreements	(c)	20	Internal	4 th week

June 2026

9	Fire Safety Training	(c)	20	Internal/External	1 st week
10	Service Regulations and Establishment Matters	(c)	20	Internal/External	3 rd week

July 2026

11	Reservation Directives & Roster for SC/ST/OBC & Others	(c)	20	External	1 st week
12	Arbitration Clause, Pre-conditions, Appointment of Arbitrators, Interim orders preparation of documents and evidence, Scope of Challenge to the Award, Execution	(c)	5	External	3 rd week

August 2026

13	Vigilance awareness & Vigilance Guidelines	(c)	20	Internal/ External	2 nd week
14	Awareness programme on retiring officials of CoPA	(c)	20	External	3 rd week

September 2026

15	Training programme on 'RTI matters and online processing of RTI applications'	(c)	20	External	2 nd week
16	Programme on Pension Rules/NPS over all review	(c)	20	External	4 th week

October 2026

17	Programme on Pension Rules/NPS over all review	(c)	20	Internal/ External	2 nd week
18	Training on 'Disciplinary Matters"	(c)	20	Internal/ External	3 rd week

November 2026

19	Awareness programme on retiring officials of CoPA	(c)	20	External	2 nd week
20	Awareness Class on Stress Management	(c)	20	Internal	4 th week

December 2026

21	Finance, Tax Matters and latest statutory and other developments in the related areas	(c)	20	External/ Internal	2 nd week
22	Training programme on Word, Excel & Power point	(c)	20	Internal	3 rd week