

IMPORTANT GUIDELINES FOR PROPER UTILISATION OF COURSES

1. For each MDP & BFP courses, quota of seats for participants from Zonal Railways and PUs are fixed as below:

Course Name	CR,NR,ECR,ER,NFR,SCR,SER,SR,WR	ECoR,NER,NWR,NCR,SECR,SWR,WCR	PUs, RDSO, METRO
MDP	2	1	1
BFP	3	2	1

May kindly nominate officers as per the above quota to ensure proper capacity available and do not nominate officers more than the allotted quota to avoid inconvenience.

2. For other courses, interested officers may be nominated and advice may be sent to concerned Course Director well in advance. Contact details of the officers nominated may also be advised to concerned Course Director so that the officers can be contacted for communication related to course.
3. Sometimes due to unavoidable reasons, the courses mentioned in the Calendar are re-scheduled/cancelled, therefore, nominated officers should be advised to check the NAIR website before departure to know the status of the courses which they are going to attend.
4. Officers attending courses at NAIR will have to register on www.irtpms.in before arrival at NAIR to facilitate hostel accommodation & pick up Vadodara at station/airport.
5. Participants arriving late/in excess of allotted seats/of inadequate seniority may be returned back.
6. Generally JAG and above officers are given single occupancy rooms. JS, SS officers are accommodated on twin sharing basis.
7. The Policy regarding family accommodation is available at the NAIR website.
8. Officers should be advised to bring their sports-gear and swimming costume to use the various sports facilities available at NAIR.
9. Typically, Vadodara has a hot and humid climate. However, from November to February one may need light woollen clothing.
10. Trainees are required to make payments for mess charges through Draft/Credit Card.

Eligibility Criteria

Code	Program Name	Eligibility
SMP	Strategic Management Program for CMDs	Nomination by Railway Board
AMP	Advanced Management Program	Nomination by Railway Board
MDP	Management Development Program	6-8 years in Gr 'A' and due for JAG
BFP	Gr 'B' Foundation Program	Gr 'B' Officers immediately on promotion
BIP	Gr 'B' Induction Program (For Accounts, Personnel, Stores, AHO, APHOs & Nursing Officer)	Gr 'B' Officers within 1 Yr. Of promotion to Gr 'B' post & after completing BFP
AIP	Gr 'A' Induction Program	Gr 'A' Officers (after completing AFP) & before joining working post
AFP	Gr 'A' Foundation Program	Probationers recruited through UPSC

Project Scheme

AMP

AMP Participants shall be required to make theme presentations in groups on topics provided to them. These themes shall be pursued further during their duration of training at ICLIF/INSEAD as well.

Information about the courses

AFP (Group 'A' Foundation Programme) (Duration – 10 weeks)

The Group 'A' Foundation Programme is conducted for newly recruited Group 'A' probationary officers of different Railway Services. The objective is to familiarize the probationary officers at the beginning of their career with the system of railway working, developing team working, build camaraderie and instill in a sense of discipline, dedication and pride. The extensive training programme includes classroom lectures, field visits and extra curricular activities.

AIP (Group 'A' Induction Programme) (Duration – 4 weeks)

The Group 'A' Induction Programme is conducted towards the end of probation period i.e. before joining the working post. The objective of this course is to weave together various modules of training undergone by them and to equip them with relevant skills and knowledge for taking up a working post. The pedagogy includes classroom sessions, field visits, mock drills and extra curricular activities.

BFP (Group 'B' Foundation Programme) (Duration – 2 weeks)

This course is meant for Group 'B' officers immediately on promotion from Group 'C'. The course objective is to give bird's eye view of the variety of activities and function of all departments, developing team working, ethos, understanding basic management concepts etc. The course is not meant for imparting in-depth knowledge into various functional areas, for which various function related courses are available.

MDP (Management Development Programme) (Duration – 2 weeks)

This is a course for officers who are due for promotion to Junior Administrative Grade. The course objective is to impart managerial perspective and effectiveness involving coordination and team approach for taking up role of branch officers. It is meant to impart insight into management of technology, managerial behavioural and competencies needed for handling Tenders & Contracts, DAR etc. The course is not meant for imparting in-depth knowledge into various functional areas, for which various function related courses are available.

AMP (Advanced Management Programme) (Duration – 2 weeks)

This course is for the officers who are due for promotion to Senior Administrative Grade. Currently it has 4 weeks module out of which 2 weeks training is at NAIR/BRC and one week at INSEAD/Singapore as also one week at ICLIF/Malaysia. The course objective is to impart managerial perspective of policy making, effectiveness involving coordination and team working and understanding of challenges faced by Indian Railways.