



**TRAINING PROGRAMME ON GUIDE TO EFFECTIVE DOCUMENTATION FOR
GRIHA V.2015 PROJECT**

22 AUGUST – 19 SEPTEMBER 2025 | HYBRID

AGENDA OUTLINE

TIME (hrs)	SESSION DETAILS
DAY 1: 22nd August 2025 (FRIDAY)	
1000 - 1015	Introduction to Guide to Effective Documentation
1015 - 1130	Briefing on the <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Site Planning</i>
1130 - 1145	Tea/Coffee Break
1145 - 1300	Briefing on the <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Site Planning (Contd...)</i>
1300 - 1400	Lunch Break
1400 - 1530	Briefing on the <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Construction Management</i>
1530 - 1545	Tea/Coffee Break
1545 - 1700	Briefing on the <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Socio-Economic Strategies</i>
DAY 2: 29th August 2025 (FRIDAY)	
1000 - 1130	Discussion on <i>submitted documentation</i> for the previous sections: <ul style="list-style-type: none"> • <i>Site Planning</i>
1130 - 1145	Tea/ Coffee Break
1145 - 1300	Discussion on <i>submitted documentation</i> for the previous sections: <ul style="list-style-type: none"> • <i>Construction Management</i> • <i>Socio-Economic Strategies</i>
1300 - 1400	Lunch Break
1400 - 1530	Briefing on <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Energy</i>
1530 - 1545	Tea/ Coffee Break
1545 - 1700	Briefing on <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Sustainable Building Materials</i>
DAY 3: 04th September 2025 (THURSDAY)	
1000 - 1130	Discussion on <i>submitted documentation</i> for the previous sections: <ul style="list-style-type: none"> • <i>Energy</i>



1130 - 1145	Tea/ Coffee Break
1145 - 1300	Discussion on <i>submitted documentation</i> for the previous sections: <ul style="list-style-type: none"> • <i>Sustainable Building Materials</i>
1300 - 1400	Lunch Break
1400 - 1530	Briefing on <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Water</i>
1530 - 1545	Tea/ Coffee Break
1545 - 1700	Briefing on <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Solid Waste Management</i>
DAY 4: 12th September 2025 (FRIDAY)	
1000 - 1130	Discussion on <i>submitted documentation</i> for the previous sections: <ul style="list-style-type: none"> • <i>Water</i>
1130 - 1145	Tea/ Coffee Break
1145 - 1300	Discussion on <i>submitted documentation</i> for the previous sections: <ul style="list-style-type: none"> • <i>Solid Waste Management</i>
1300 - 1400	Lunch Break
1400 - 1530	Briefing on <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Occupant Comfort</i>
1530 - 1545	Tea/ Coffee Break
1545 - 1700	Briefing on <i>documentation requirements</i> of the following sections: <ul style="list-style-type: none"> • <i>Performance Monitoring and Validation</i>
DAY 5: 19th September 2025 (FRIDAY)	
1000 - 1130	Discussion on <i>submitted documentation</i> for the previous sections: <ul style="list-style-type: none"> • <i>Occupant Comfort</i>
1130 - 1145	Tea/ Coffee Break
1145 - 1300	Discussion on <i>submitted documentation</i> for the previous sections: <ul style="list-style-type: none"> • <i>Performance Monitoring Validation</i>
1300 - 1400	Lunch Break
1400 - 1700	Closure of Rating