

**M E S ASMABI COLLEGE, P. VEMBALLUR -680671**



**REPORT OF ADMINISTRATIVE TRAINING PROGRAMME  
FOR NON-TEACHING STAFF  
ON  
SPARK TRAINING ON GEM TOOLS**

**2021 - 2022**



# MES ASMABI COLLEGE

P.Vemballur, Kodungallur

FIVE DAY ONLINE  
ADMINISTRATIVE TRAINING PROGRAMME  
FOR NON- TEACHING STAFF

## Spark Training on GeM Tools

10<sup>th</sup> to 14<sup>th</sup> May 2022

DAY 1:  
10 MAY 2022 TIME 9.00 A.M  
GeM Existence & Way Forward

DAY 2:  
11 MAY 2022 TIME 10.00 A.M  
GeM Registration & Category Creation

DAY 3:  
12 MAY 2022 TIME 10.00 A.M  
Incident Management

DAY 4:  
13 MAY 2022 TIME 10.00 A.M  
Vendor Assessment OEM/Exemptions

DAY 5:  
14 MAY 2022 TIME 10.00 A.M  
Sell on Government e Marketplace

**Resource Person:**  
**U P Janardanan Nair**  
Senior Superintendent  
DDO, Thrissur

Dr. A Biju  
Principal

Dr. Shafeer P S  
IQAC Coordinator

ORGANIZED BY  
INTERNAL QUALITY ASSURANCE CELL, MES ASMABI COLLEGE, P.VEMBALLUR  
AFFILIATED TO UNIVERSITY OF CALICUT, NAAC REACCREDITED WITH B++



## **HIGHLIGHTS:**

**Date: 10th to 14th MAY 2022**

**Total number of participants: 34**

**Resource Person: UP Janardanan Nair**

**Senior Superintendent DDO Thrissur**

## **OVERVIEW OF THE TRAINING PROGRAMME**

The programme covered various aspects of GeM, including its functionalities, features, and navigation techniques. Participants were guided through practical demonstrations and interactive sessions to familiarize themselves with the platform's interface and tools. Additionally, they received insights into best practices for efficient procurement processes and compliance with government regulations on GeM.

### **Day 1 : 10th May 2022**

#### **Focal areas discussion-based workshop: GeM Existence & Way Forward**

The session was dedicated to understanding the existence of Government e-Marketplace (GeM) and its future prospects. The participants gained insights into the evolution of GeM and its pivotal role in streamlining procurement processes.

### **Day 2 : 11th May 2022**

#### **Focal areas discussion-based workshop: GeM Registration & Category Creation**

The session delved into the practical aspects of GeM, focusing on the step-by-step process of registration and category creation. Participants received hands-on training, enabling them to navigate GeM tools efficiently



## Day 3 : 12th May 2022

### **Focal areas discussion-based workshop: Incident Management**

This session, led by experts, provided insights into incident management on GeM. Participants learned about identifying and resolving issues, ensuring smooth operations on the platform

## Day 4: 13th May 2022

### **Focal areas discussion-based workshop: vendor Assessment OEM/Exemptions**

U P Janardanan Nair provided valuable insights into the intricacies of vendor assessment and exemptions on GeM. The participants gained practical knowledge that would enhance their efficiency in dealing with vendors

## Day 5 : 14th May 2022

### **Focal areas discussion-based workshop: Sell on Government e Marketplace**

"Sell on Government e Marketplace" centered on providing participants with a comprehensive understanding of the intricacies involved in selling products or services on the Government e-Marketplace (GeM)

Dr. A Biju, the Principal, expressed gratitude to the resource persons, participants, and organizers for making the training program a success. He emphasized the importance of applying the knowledge gained to enhance administrative processes.

The 5 day Online Administrative Training Programme on GeM Tools concluded successfully, leaving participants equipped with practical skills and knowledge to navigate and utilize Government e-Marketplace effectively in their administrative roles. The event was a collaborative effort of the Internal Quality Assurance Cell, demonstrating the institution's commitment to continuous learning and skill development among its staff.