

**INTERNAL QUALITY ASSURANCE CELL
M E S ASMABI COLLEGE, P. VEMBALLUR -680671**



**REPORT OF ADMINISTRATIVE TRAINING PROGRAMME
FOR NON-TEACHING STAFF
ON
ADMINISTRATIVE MATTERS OF AIDED
COLLEGES**

2022 - 2023

MES ASMABI COLLEGE , P. VEMBALLUR , KODUNGALLUR

2022 -2023



**ADMINISTRATIVE TRAINING
PROGRAMME FOR NON-TEACHING STAFF**

**STATE LEVEL TRAINING
PROGRAMME ON ADMINISTRATIVE
MATTERS OF AIDED COLLEGES**

ADV. P.S NAJEEB
HOD,PG DEPT OF COMMERCE & MANAGEMENT STUDIES
SH COLLEGE,CHALAKUDY
RTED.ACCOUNTS OFFICER IN CHARGE OF THE DEPUTY
DIRECTOR OF COLLEGIATE EDUCATION, ERNAKULAM

28 JAN-04 FEB 2023

ORGANIZED BY,

INTERNAL QUALITY ASSURANCE CELL

Dr .SHAFEER .P.S
(IQAC COORDINATOR)
9847250464

Dr.A. BIJU
(Principal)



DAY 1:28-JAN-2023 TIME: 10.A.M
TRAINING ON COLLEGE ADMINISTRATION&MOP

DAY 2:30-JAN-2023 TIME:3.30.P.M
UNDERSTANDING KSR PART I

DAY 3:31-JAN-2023 TIME:3.30.P.M
UNDERSTANDING KSR PART II

DAY 4:01-FEB-2023 TIME:4 .P.M
PURCHASE RULES

DAY 5:04-FEB-2023 TIME:10.A.M
A WORKSHOP ON PD RULES



HIGHLIGHTS:

Date: January 28 to February 4, 2023

Total number of participants: 32

Resource Person : Adv. P.S. Najeeb

**HOD, PG Dept. of Commerce & Management Studies
SH College, Chalakudy, and Retd. Accounts Officer in charge
of the Deputy Director of Collegiate Education, Ernakulam**

Overview of the Training Programme

The Administrative Training Programme for Non-Teaching Staff organized by the Internal Quality Assurance Cell, was a comprehensive and enlightening experience. Adv. P.S. Najeeb's expertise and guidance provided participants with valuable knowledge and insights into administrative matters in aided colleges. Each day's sessions focused on specific aspects, from college administration and KSR to purchase rules and PD Rules, ensuring that participants were well-equipped to perform their roles efficiently and effectively. The program was a significant step in enhancing the administrative capabilities of non-teaching staff, ultimately contributing to the better functioning of the institution.

Day 1 : 28th Jan 2023

Training on College Administration & MOP

The training program commenced on January 28th at 10:00 AM. Welcome speech by Shafeer P. S IQAC Coordinator, Principal Dr. A. Biju, felicitated the participants and speaker.

The program commenced with an informative session on college administration and the Manual of Procedures (MOP). Adv. P.S. Najeeb provided valuable insights into the intricacies of college administration, emphasizing the importance of structured processes and adherence to MOP guidelines. Participants gained an understanding of the fundamental administrative practices essential for the effective operation of an aided college.



Day 2 : 30th Jan 2023

Understanding KSR Part I

Dr. Shafeer P S, the IQAC Coordinator, set the tone for the training program's second day, January 30th, which was dedicated for Understanding KSR Part I. Starting at 3:30PM,

Day two focused on comprehending the Kerala Service Rules (KSR) Part I, a vital component of administrative matters in aided colleges. Adv. P.S. Najeeb delved into the details of KSR Part I, highlighting its significance in ensuring transparency and fair governance. Participants were equipped with the knowledge required to navigate the rules governing non-teaching staff.

The event concluded with a heartfelt vote of thanks delivered by Dr Amitha P Mani (Joint Coordinator, IQAC) expressed gratitude to all the participants

Day 3 : 31st Jan 2023

Understanding KSR Part II

On the third day of the program, January 31, participants were greeted with a welcome speech by Dr. Shafeer P S, the IQAC Coordinator, setting the stage for a crucial session on Understanding KSR Part II, at 10:00 AM.

Building on the previous day's insights, the third day continued the exploration of administrative matters by delving into KSR Part II. Participants learned about the rules, regulations, and guidelines that govern the service conditions of non-teaching staff. Adv. P.S. Najeeb's expertise was instrumental in providing a clear understanding of these rules.

The event concluded with a heartfelt vote of thanks delivered by Dr Jisha K S (Joint Coordinator, IQAC) expressed gratitude to all the participants.



Day 4 : 1st Feb 2023

Purchase Rule

Day 4, February 1, was dedicated to Exploring Purchase Rule. The session, which began at 4:00 PM, welcome speech by Dr Shafeer P S

Day four was dedicated to unraveling the intricacies of purchase rules, a critical aspect of administrative procedures. Adv. P.S. Najeeb elucidated the procedures, compliance, and best practices related to purchases within the college system. This session empowered participants to navigate the complexities of procurement while maintaining transparency and accountability.

The event concluded with a heartfelt vote of thanks delivered by Dr Amitha P Mani (Joint Coordinator, IQAC) expressed gratitude to all the participants.

Day 5 : 4th Feb 2023

Workshop on PD Rules

The concluding session February 4th, focused on the critical subject of Workshop on PD Rules. Commencing at 10:00 AM, by the welcome speech by Dr Shafeer P S, IQAC Coordinator.

The program culminated with a workshop on PD (Permanent Duties) Rules, an integral component of non-teaching staff responsibilities. Participants engaged in practical exercises and discussions to gain a thorough understanding of their roles and responsibilities within the framework of PD Rules. This session provided clarity on job profiles and performance expectations..

The event concluded with a heartfelt vote of thanks delivered by Dr.Sanand C Sadanandan (Joint Coordinator, IQAC).In his speech, Dr.Sanand expressed gratitude to all the Participants .The program was a significant step in enhancing the administrative capabilities of non-teaching staff, ultimately contributing to the better functioning of the institution.