

No.EA2/8247/2017/IHRD

Dated, 14.07.2017

From

The Director

To

All Heads of Associate Institutions
(Engineering Colleges, College of Applied Science, Model Polytechnic
Colleges, Technical Higher Secondary School, Regional Centre, Extension
Centre & Model Finishing School)

Sir,

*Sub:- IHRD – Residential Training Programme for all heads of associate institutions,
faculties holding full additional charge of institutions – Officers -in-charge of
Regional Centre, Extension Centres and Model Finishing School on 21.07.2017
and 22.07.2017 (2 days) – intimating of – Reg:-*

As you are aware, there are 86 associate institutions are functioning under the aegis of IHRD as Engineering Colleges, College of Applied Science, Model Polytechnic Colleges, Technical Higher Secondary School, Regional Centre, Extension Centre & Model Finishing School. In most of the institutions regular head of institutions are working and in certain institutions, senior faculty/ technical supporting staff has been assigned with the additional charge of the institutions concerned. Now, 24 nos of new Principals of College of Applied Science has been posted in different Colleges. In order to utilize the services of all heads of institutions more effectively and fruitfully it may be essential to provide preliminary training to all heads of institutions including faculties holding full additional charge as well as adhoc appointees. Considering the above position, two days residential training programme to all heads of institutions including faculties holding full additional charge/adhoc appointees will be scheduled at Model Finishing School, Ernakulam on 21.07.2017 and 22.07.2017 from 9.30 AM to 4.30PM. All heads of institutions are mandatorily requested to attend the training programme without fail. No faculty will be exempted from the training under any circumstances. Heads of institutions who require

accommodation may contact Sri. Jaimon Jacob, Assistant Professor in Computer Science and Officer-in-charge, Model Finishing School, Ernakulam sufficiently early (His contact No. 8547005092) who is entrusted for the purpose. Dr. Jacob Thomas, Principal, College of Engineering, Kalloppaara will co-ordinate the programme.

Yours faithfully
Sd/-
DIRECTOR

Encl:- As stated above

To:-

- 1. Dr. Jacob Thomas, Principal, College of Engineering, Kalloppaara. (He is permitted to incur expenditure from the FDP fund available)*
- 2. Dr. V.P. Devassia, Additional Director, in-charge of Principal, Model Engineering College, Ernakulam*
- 3. Sri. Jaimon Jacob, Model Finishing School, Ernakulam*
- 4. The Officer-in-charge, Model Finishing School, Ernakulam*
- 5. Deputy Director*
- 6. Financial Consultant/Advisor*
- 7. Finance Officer*
- 8. Administrative Officer*
- 9. All Section Heads*
- 10. SF*
- 11. OC*

Approved for issue

14/7
Administrative Officer

Training Programme for HOIs of IHRD

Venue: Model Finishing School, Kaloor, Ernakulam

Date: 21st & 22nd July 2017

Day -1: 21/07/17 (Friday)

Time	Topic	Handled by
9.30-9.45AM	Registration	
10-11AM	Inauguration	
11-11.15AM	Tea break	
11.15-12.45PM	Key Note Address	Dr. P. Suresh Kumar, Director, IHRD
12.45-1.15 PM	Lunch break	
1.15-2.45 PM	KSR & Office Procedures	Mr. S. Wahid Sr. Adm. Officer (Rtd) DTE
2.45-3.00 PM	Tea break	
3.00-4.30 PM	Purchase Rules & IHRD Special rules	Mr. S. Wahid, Sr. Adm. Officer (Rtd) DTE Mr. T K Martin, Adm. Officer IHRD

Day -2: 22/07/17 (Saturday)

Time	Topic	Handled by
9.30 -11AM	Budgeting & Planning	Mr. N. M Ravendran, Financial Consultant, IHRD
11-11.15AM	Tea break	
11.15-12.45PM	Monthly Statement preparation & Tally	Mr. P Radhakrishanan Nair, Finance Officer Mr. Vaneer Prasad VK, Deputy Director, IHRD
12.45-1.15 PM	Lunch break	
1.15-2.45 PM	Inter personnel Relationship	Mr. Anoop
2.45-3.00 PM	Tea break	
3.00-3.30 PM	Emotional Freedom	Mr. Anoop
3.30- 4.00 PM	Feedback & Valedictory Programme	

For Enquiries:

Academic Co-ordinator : Dr. Jacob Thomas V - 8547005034: MFS, Kaloor officer-in Charge : Mr. Jaimon Jacob-8547005092