



INTERNAL QUALITY ASSURANCE CELL (IQAC)
ST GREGORIOS COLLEGE, KOTTARAKARA, KERALA

Effective Administration for Non Teaching Staff

FIVE-DAY WORKSHOP | JULY 13-17, 2019

Resource Person:

Mr. Sadanandan V.,

Retd. Administrative Assistant

(Senior)

Department of Collegiate Education

Government of Kerala

Topics

- 1) Office filing procedures
- 2) Scholarships
- 3) Academic activities
- 4) Admissions- Student enrollment
- 5) MRPs of Teaching faculty (UGC/others)
- 6) PD account utilisation/Infrastructure development
- 7) Income Tax procedures
- 8) Promotion/Service rules
- 9) Leave details
- 10) Administrative audit

