

# KARPAGAM ACADEMY OF HIGHER EDUCATION

Coimbatore-21

## Center for Skill Development (CSD)

### A Report on Administrative Training Programme for Non-Teaching Staff - 2020

The Centre for Skill Development (CSD) of Karpagam Academy of Higher Education conducted a “7 Day Administrative Training Programme” for Non-teaching Staffs of KAHE from 9<sup>th</sup> to 16<sup>th</sup> March 2020. Around 150 Non-teaching Staffs from the departments were participated.

The following are some of the few important topics covered in the training programme: General: Vision, Mission, Core Values, Motto – Quality Policy, Statutory Bodies: Board of Management – Academic Council – Planning and Monitoring Board – Finance Committee – Board of Studies. Ministry of Human Resource Development, Central Funding Agencies, Integrated Library Management System (ILMS): e-journals – e-books – e-shodhsindu – shodhganga – Database. Ranking Agencies, Documentation and Instrument Calibration, Basic Solution and Culture Preparation, AMC, Maintenance of Register, Storage of Chemical and Register and Good Lab Practices. Examination Management System (EMS) - e-governance in Administration – Finance and Accounts – Students Admission and support – Examination – NAD. Functions of Establishment Section – Examination Section – Finance Section – Research Section – Records / Registers to be maintained. The validation held in the afternoon of 16.03.2020 with feedback by the participants and Certificate Distribution.



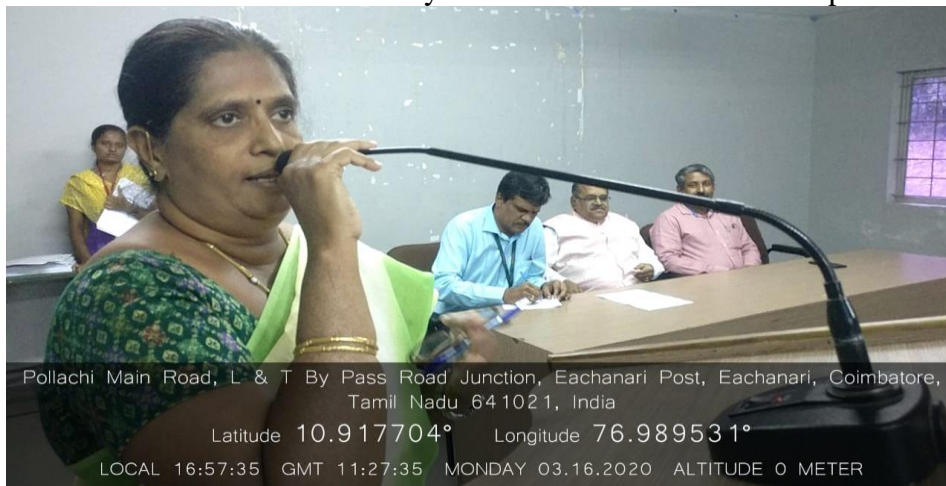
Inaugural Session of Administrative Training Programme” for Non-teaching Staffs



**Participants Attending Session**



**Distribution of Certificate by Vice Chancellor to the Participants**



**Feedback by the Participants**

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