

Ad B IX

**SCHEDULE OF TRAINING PROGRAMME FOR ASSISTANT SECTION OFFICERS AND
SENIOR GRADE ASSISTANTS ON 22,23 & 24 MAY 2018
VENUE: SEMINAR HALL, SCHOOL OF PURE AND APPLIED PHYSICS**

Date: 22.05.2018 (Tuesday)

Time	Subject	Faculty
9.30 am	Registration	
10.00 am to 01.00 pm	Motivation and Communication skills	Sri. Rajilan Faculty, IMG Thiruvananthapuram
01.00 pm to 01.30 pm	Lunch Break	
01.30 pm to 04.30 pm	Kerala Financial Code and Store Purchase Manual	Sri. Ajimon P P Assistant Audit Officer, Kerala State Audit Department, Faculty, IMG Thiruvananthapuram

Date: 23.05.2018 (Wednesday)

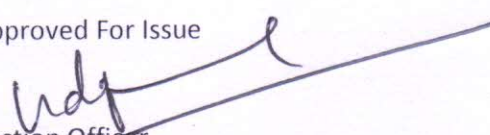
10.00 am to 01.00 pm	Time & Stress Management	Sri. Arunkumar S Circle Inspector of Police, Faculty, IMG Thiruvananthapuram
01.00 pm to 01.30 pm	Lunch Break	
01.30 pm to 04.30 pm	Kerala Service Rules	Sri. Salim P. Administrative Asst. (Rtd) Technical Education Department, Faculty, IMG Thiruvananthapuram

Date: 24.05.2018 (Thursday)

10.00 am to 01.00 pm	Secretariate Manual(Duties of Assistants)	Dr. Rajasekhar S Additional Secretary to Govt. (Rtd) Faculty, IMG Thiruvananthapuram
01.00 pm to 01.30 pm	Lunch Break	
01.30 pm to 04.00 pm	M.G. University Act and Statutes	Sri.K Manikantan Joint Secretary to Govt. (Rtd) Law Department Faculty, IMG Thiruvananthapuram
04.00 pm to 04.30 pm	Feedback and conclusion	
04.30 pm to 04.45 pm	Distribution of Certificates	

Sd/-
ASSISTANT REGISTRAR IV(Admn.)
For REGISTRAR

Approved For Issue


Section Officer