

**TRAINING PROGRAMME ON
ADMINISTRATIVE PROCEDURES
AND GOOD PRACTICES FOR
QUALITY ASSURANCE**

21 - 22 November, 2019
(2.00 PM - 5.45 PM on both days)

REGISTRATION FORM

1. Name :
2. Age & Sex :
3. Designation:
4. Institution :
5. Qualification:
6. Address for
Communication:

Phone / Mobile:

E-mail:

Date: Signature of the applicant

NOMINATION OF PARTICIPANT

Mr/Ms. _____,
_____ (Designation &
Dept.) is nominated to attend the Training
programme on "**Administrative Procedures
and Good Practices for Quality Assurance**",
organized by the Internal Quality Assurance
Cell, Anna University, during 21st and 22nd
November 2019, at Academic Council Hall,
Anna University, Chennai.

Date: Signature of
Authority & Seal

REGISTRATION

There is NO REGISTRATION FEE. The
completed Registration form may be submitted
to IQAC not later than **19.11.2019 16:00 Hrs.**
The scanned copy of the form may be mailed
to igac@annauniv.edu. The selection
intimation will be sent by e-mail on **19.11.2019
18:00Hrs.**

ADDRESS FOR COMMUNICATION

The Director-IQAC & Convener,
Internal Quality Assurance Cell,
Anna University, Chennai 600 025.
Ph: 044-2235 7027
Email: igac@annauniv.edu

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QUALITY ASSURANCE**

21st & 22nd November, 2019

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Organized by
Internal Quality Assurance Cell,
Anna University, Chennai-600 025.
URL: www.annauniv.edu/igac

THEME:

Administrative procedures and good practices are essential to ensure that University is efficient and transparent in its dealings, accountable for its activities and faster in its responses as part of good governance. E-Procurement reduces the time and cost of doing business for both vendors and University. It can be used to streamline operations, enhance efficiency through workflow automation and knowledge management for implementation. The objective of this 2-day seminar is to acquaint the participants with the good practices and administrative procedures including e-procurement knowledge.

FOCUS

The seminar focuses to create awareness and to provide clarifications on the Conduct Rules and purchase procedures along with the reforms in the Implementation of procurement through the use of Government E-Market (GEM). The following topics will be covered:

- * Budgeting
- * Office Procedure and File Maintenance (OPM)
- * Right To Information (RTI)
- * Audit Objection and Preventive actions
- * Conduct Rules
- * e-procurement and Purchase Procedures

TARGET AUDIENCE

Faculty members, Principal Investigators of Funded Projects, Administrative staff members from Centres /Departments of Anna University, Chennai.

RESOURCE PERSONS

The sessions will be handled by Senior Officials of Anna University who are handling Budgeting, Purchase and e-governance procedures.

ORGANIZING CENTRE

The training programme is organized by the Internal Quality Assurance Cell (IQAC), Anna University, which works on evolving strategies to remove deficiencies and enhance quality, thus channelizing the efforts of the University towards achieving holistic academic & administrative excellence.

IMPORTANT DATES

Application submission : 19.11.2019

Participant confirmation by email : 20.11.2019

**Dates of Training Programme : 21.11.2019
& 22.11.2019**

VENUE

ACADEMIC COUNCIL HALL

Administrative Building,
Anna University, Chennai – 600 025.

ORGANIZING COMMITTEE

CHIEF-PATRON:

Dr. M.K.SURAPPA,
Vice-Chancellor,
Anna University, Chennai.

PATRON:

Dr. L.KARUNAMURTHY,
Registrar i/c,
Anna University, Chennai

CONVENER:

Dr. KURIAN JOSEPH,
Professor & Director, IQAC

COORDINATORS:

Dr. K.V.RADHA
Professor, Chem. Engg., ACT &
IQAC ACT Campus Coordinator

Dr. SABITHA RAMAKRISHNAN
Associate Professor, IE-MIT &
Deputy Director, IQAC

SUPPORTING TEAM:

Dr. S.MEENAKUMARI
Assistant Professor, Mgmt-CEG &
IQAC CEG Campus Coordinator

Mrs. R.RAJESWARI,
Assistant Professor, Arch-SAP &
IQAC SAP Campus Coordinator

Mrs. S.ILAKKIYA,
Assistant Professor, Aero-MIT &
IQAC MIT Campus Coordinator