



HENRY BAKER COLLEGE, MELUKAVU

A Christian minority Educational Institution runs by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University

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ADMINISTRATIVE TRAINING PROGRAM

REPORT OF ACADEMIC YEAR 2015-20

HBC ATP

Henry Baker College, Melukavu is a Christian, Minority, Co-Educational, Government-aided Arts and Science College Established in 1981, Affiliated to Mahatma Gandhi University, Kottayam, Kerala.


Administrative Training Programme

- Topic: **Audit and Accounts**
- Date: 27/01/2020

A training on Audit and Accounts was conducted on 27 January 2020, from 10 am to 12 pm, as part of the Audit Review meeting organised for the non teaching staff. Principal Dr. G S Gireesh Kumar, IQAC coordinator Dr. Santo Jose were present in the meeting. Dr. K N Krishnakumar, Deputy Director, Collegiate Education, Kottayam was the resource person. Dr. Santo Jose welcomed the dignitaries. Dr. K N Krishnakumar appreciated the College Office for maintaining accuracy in the accounts. He pointed out some deficiencies or weaknesses in the institution's administrative systems and offered suggestions for the improvement. He highlighted the significance of efficient PD Account management and maintaining Stock Registers. He also provided some additional information on managing accounts. The participants clarified their doubts in the interactive session. Sri. Jomon Joseph, proposed vote of thanks.

1. GEORGE JOSEPH.K
2. JOHN THOMAS
3. THOMAS KURUVILA (RETIRED)
4. JOMON K JOSEPH
5. JUSTIN J PAUL
6. ISSON GEORGE
7. SAM GEORGE SAMUEL
8. JIJO PAUL
9. SILBIMOL.M
10. CLEMANT DANI ALEX
11. SHIBIN GEORGE


**HENRY BAKER COLLEGE,
MELUKAVU**
FDC & IQAC Organizes



TRAINING ON
**AUDIT AND
ACCOUNTS**

RESOURCE PERSON:
**DR. K. N. KRISHNAKUMAR,
DEPUTY DIRECTOR,
COLLEGIATE EDUCATION**

27 January 2020 | 10:00 am - 12:00 PM
Venue: Seminar Hall



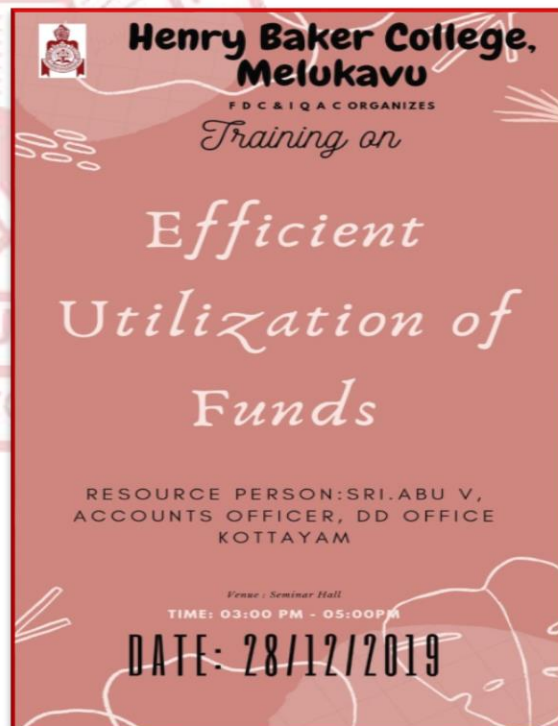
Dr. K N Krishnakumar with Principal Dr. G S Gireesh Kumar and Office Staff

- Topic: **Efficient Utilization of Funds**
- Date: 28/ 12/2019

A training programme titled “Efficient Utilization of Funds” was conducted for the Non – Teaching Staff on 28 th December 2019 from 3 pm to 5 pm. Sri. Abu V, Accounts Officer DD Office Kottayam was the Resource Person. The Prime objective of the seminar was to provide a general information on the magnitude of proper utilization of funds. FDC coordinator and Joint IQAC coordinator Dr. Nisha Joseph welcomed all. In the introductory remarks, Principal Dr. Gireesh Kumar G S reminded the participants that the effective use of funds brightens the future of the institution. He highlighted the significance of transparency in fund utilization. Sri. Abu V in his talk explained in detail regarding the Fund Procurement, Fund Utilization, Financial Reporting and Financial Control. Sri. Jomon Joseph proposed the vote of thanks.

List of Participants:

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2. JOHN THOMAS
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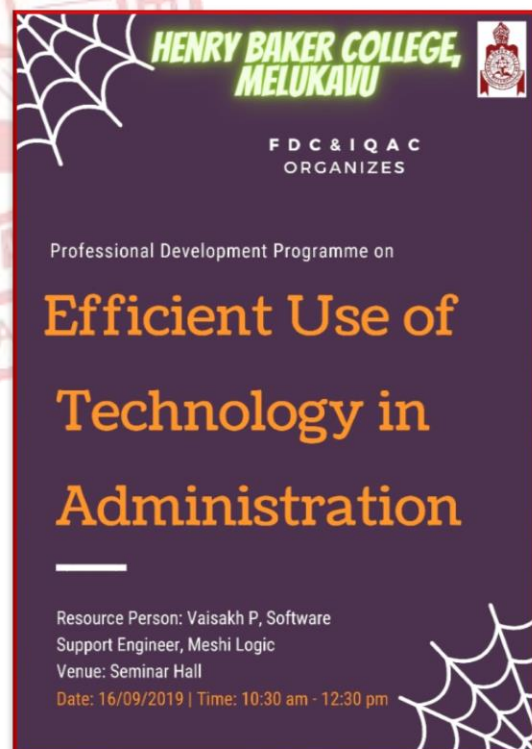


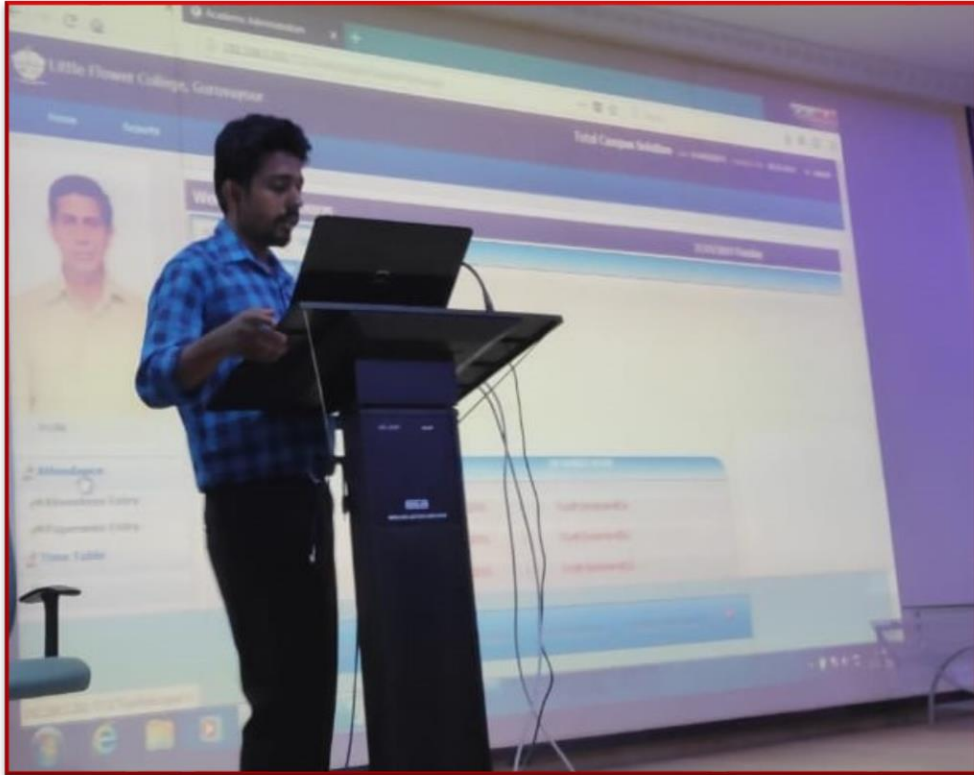
- Topic: **Efficient Use of Technology in Administration**
- Date: 16/09/2019

A training programme was organized for non - teaching staff on the topic “Efficient Use of Technology in Administration” on 16. 09. 2019. The seminar started at 10.30 a.m. Sri. Viasakh P, Software Support Engineer, Meshilogic was the resource person. He demonstrated how technology plays a significant role in enhancing the office administration. The implementation of E-governance system in the college facilitates transparency in administration and enhances the system of governance. As the college office administration is fully automated and all the administrative processes like examinations and scholarship, students’ administration and support, attendance system, finance and accounts, library, are programmed to function automatically with the aid of certain software’s. The seminar provided new insights to the staff members to improve their way of carrying out the tasks. Sri. Justin Paul expressed gratitude on behalf of all participants.

Name of the Participants

1. GEORGE JOSEPH.K
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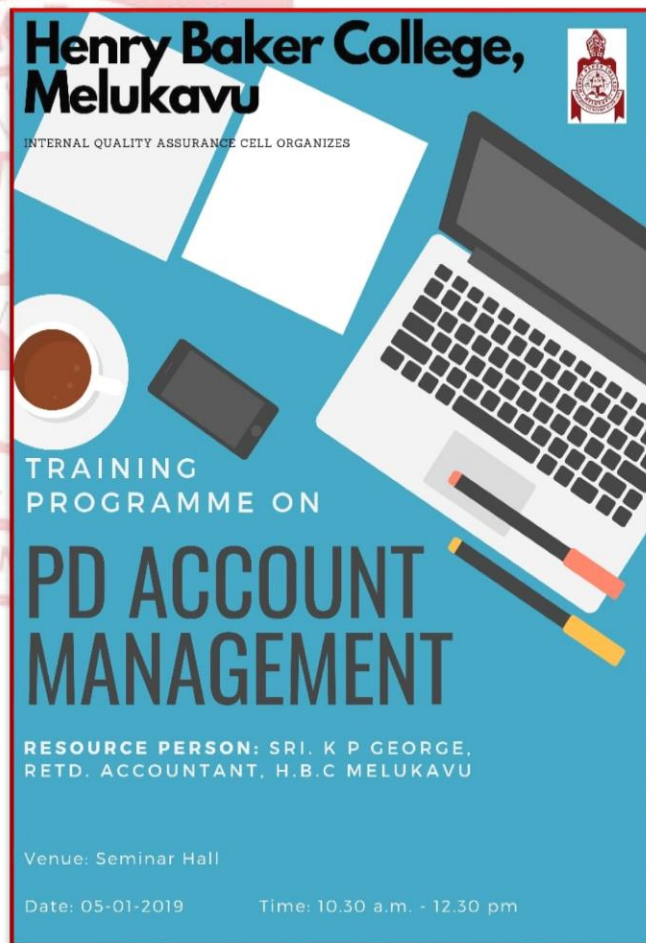
Training Programme by Sri. Viasakh P 16/09/2019



- **Topic: PD Account Management**
- **Date:5.01.2019**

A training programme on **PD Account Management** was conducted for non-teaching staff on 05-01-2019. The programme started at 10.30 a.m. with a silent prayer. Dr. Santo Jose, IQAC coordinator welcomed all. The programme was chaired by Principal, Dr. Gireesh Kumar G S and lectures given by Sri. K P George, Retd. Accountant, H.B.C Melukavu. He elaborated on how the effective and efficient utilization of P D accounts can pave way for the advancement of an academic institution. The resource person cleared the doubts and queries of the participants. The workshop was a fruitful one. Sri. Jomon Joseph proposed the vote of thanks.

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8. SEBIN SEBASTIAN
9. SILBIMOL.M

A blue poster for a training programme. At the top, it says 'Henry Baker College, Melukavu' in bold black text, with a small crest logo to the right. Below that, it says 'INTERNAL QUALITY ASSURANCE CELL ORGANIZES'. The central part of the poster features illustrations of a laptop, a smartphone, a coffee cup, and a pen. The main title 'TRAINING PROGRAMME ON PD ACCOUNT MANAGEMENT' is written in large, bold, white and black letters. Below the title, it says 'RESOURCE PERSON: SRI. K P GEORGE, RETD. ACCOUNTANT, H.B.C MELUKAVU'. At the bottom, it provides the venue 'Seminar Hall', the date '05-01-2019', and the time '10.30 a.m. - 12.30 pm'.

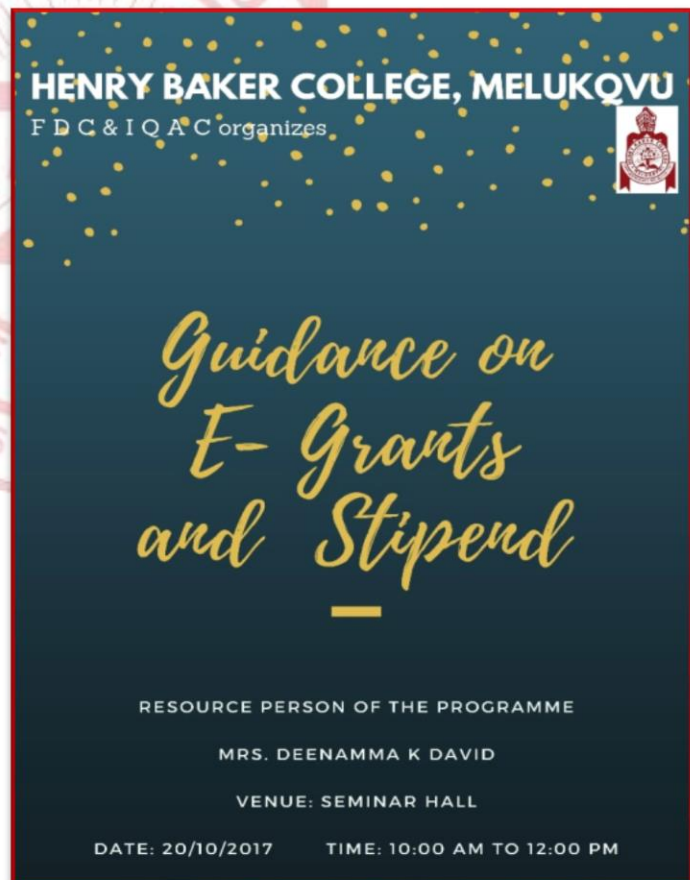
Training by Sri. K P George on 5.01.2019

- **Topic: Guidance on E- Grants and Stipend**
- **Date : 20/10/2017**

A training programme was held on the topic **Guidance on E- Grants and Stipend** on 20/10/2017 at the Seminar Hall. The training programme was commenced with the introductory remarks delivered by the Principal, Dr. Gireesh Kumar GS. IQAC Co-ordinator Dr. Santo Jose welcomed Smt. Deenamma K David, Retd. L D Store Keeper, H.B.C Melukavu, the resource person of the programme. She discussed about the steps to be taken for the proper management of E grants and stipends. The programme was scheduled from 10:00 am to 12:00 pm. Sri. Justin Paul concluded the seminar by expressing gratitude for conducting an insightful training programme.

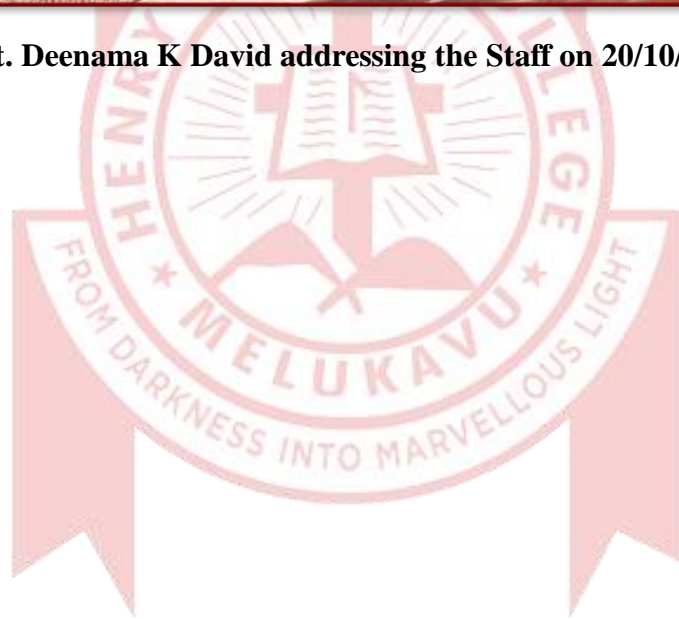
List of Participants:

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Smt. Deenama K David addressing the Staff on 20/10/2017

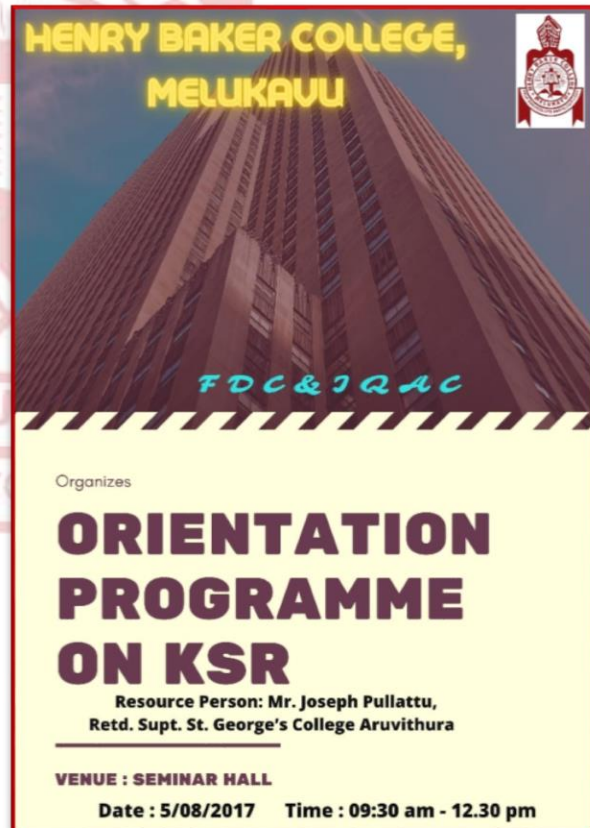


- **Topic: Orientation programme on KSR**
- **Date : 5/08/2017**

The IQAC of Henry Baker College, organized an Orientation Programme on Non-Teaching Orientation programme on KSR on 05/08/2017 from 9.00 am to 12.00 pm. IQAC Co-ordinator, Prof Korah Jacob and Staff Secretary Prof. Renjith Sebastiam were present. The idea behind having such a work-shop was to guide the Non-Teaching Staff of college regarding Kerala Service Rules (KSR) and Salary fixation. Prof. Renjith Sebastain delivered the introductory speech. He welcomed the speaker of the programme, Mr. Joseph Pullattu, Retd. Supt. St. George's College Aruvithura, and all the participants on behalf of the institution. The participants asked several doubts on the topic and he clarified them properly. The programme was concluded by the vote of thanks proposed by Prof. Korah Jacob.

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1. GEORGE JOSEPH.K
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- **Topic:Guidance on Store Purchase Manual and Accounts**
- **Date : 26/11/2016**

IQAC of Henry Baker College organised a one day training programme on the topic “**Guidance on Store Purchase Manual and Accounts**” for non teaching staff on 26 November 2016 . IQAC Coordinator Prof. Korah Jacob welcomed all and the Principal Dr. Aneyamma Varughese delievered the introductory remarks.Sri K P George, Retd. Accountant H.B.C Melukavu was the chief speaker of the programme who provided an indepth knowledge regarding the topic ‘*Store Purchase Manual and Accounts.*’ All the participants were benefited from the programme as they imbibed new methods for the proper handling and management of financial accounts in the college. An effective guidance was given by the speaker, for a uniform, systematic and efficient management of accounts. The information regarding preparation & maintenance of college office & other accounts, was the thrust area of his speech. The session was scheduled from 9.30 am to 12.30 pm and was concluded by the vote of thanks proposed by the office staff Sri. Thomas Kuruvilla.

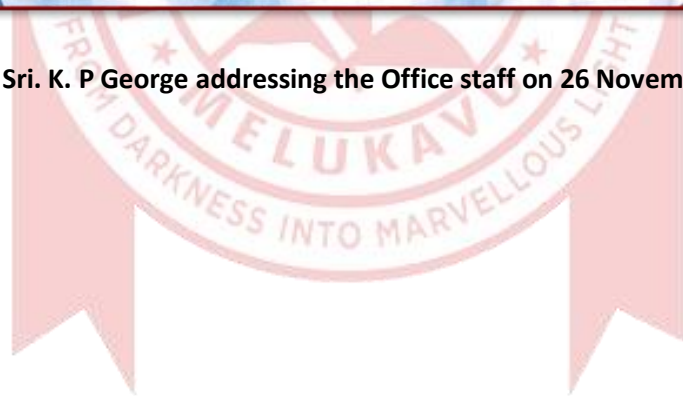
Name of the Participants:

- GEORGE JOSEPH .K
- JOHN THOMAS
- THOMAS KURUVILA
- ISSON GEORGE
- SHIBIN GEORGE
- JOMON K JOSEPH
- JUSTIN J PAUL





Sri. K. P George addressing the Office staff on 26 November 2016

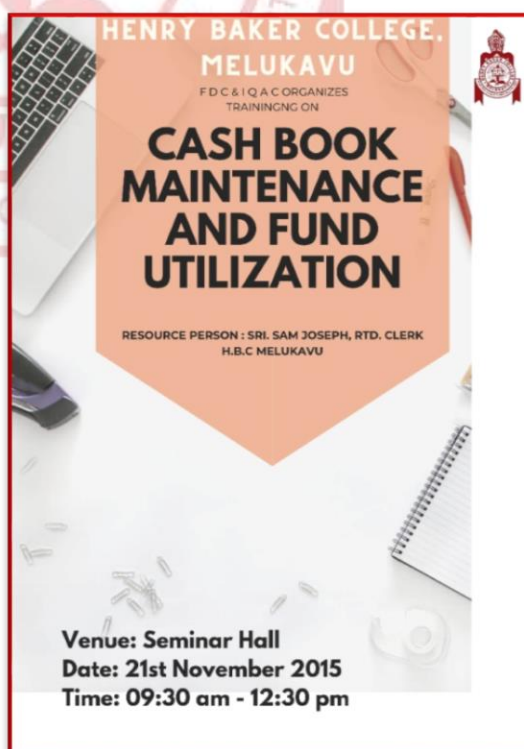


- **Topic: Training on Cash Book Maintenance and Fund Utilization**
- **Date : 21 November 2015**

A seminar on 'Cash Book Maintenance and Fund Utilization' was held on 21st November 2015 at Seminar Hall, Henry Baker College, Melukavumattom. IQAC Co-ordinator Dr. Santo Jose welcomed the key speaker Sri. Sam Joseph, Retd Clerk H.B.C Melukavu for the session. Principal, Dr Aneyamma Varughese, delivered the opening address and explained the purpose of the seminar. The speaker discussed in detail about the importance of the systematic maintenance of cash book as it is the record of all cash and bank transactions. It is a ledger for keeping track of fund utilization. It is also significant in preventing manipulation of funds. There was an active participation of all the non teaching staff of the college. He further clarified the queries raised by the participants and provided solution in the best way. The programme was scheduled from 9.30 am to 12.30 pm including tea breaks. Overall the session was informative as the speaker provided various methods for effective financial management. The session was concluded with the vote of thanks proposed by Sri. Jomon Joseph.

Name of the Participants

1. CICILIAMMA GEORGE
2. DEENAMA K DAVID
3. K.P GEORGE
4. G.P VIJAYAKUMAR
5. AI ESTHERAMMA
6. MICLE JOHN
7. GEORGE JOSEPH .K
8. JOHN THOMAS
9. THOMAS KURUVILA
10. SHIBIN GEORG





Sri SaM Joseph delivering Lecture on 21.11.2015



- **One day Training Programme on ‘Pay Fixation and Increment’**
- **Date : 15 October 2015**

A One day Training Programme on ‘**Pay Fixation and Increment**’ was conducted on 15th October 2015, in the College Auditorium. All the non-teaching staff actively participated in the training programme. As the head of the institution, Principal Dr. Aneyamma Varughese delivered an introductory speech. IQAC Co-ordinator Prof Korah Jacob welcomed all. He briefly presented the details of the programme and explained the need for conducting it. The speaker of the programme was Sri. Sam Joseph, Retd. Clerk H.B.C Melukavu. He helped the office staff to fix their queries on financial payments and increments and its documentation. Prof. Korah Jacob concluded the session by expressing gratitude towards the speaker and other participants who attended the seminar.

Name of the Participants:

1. CICILIAMMA GEORGE
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9. THOMAS KURUVILA
10. SHIBIN GEORGE





Training by Sri. Sam Joseph on 15 October 2015

