



# JSS Law College

Autonomous

*College with Potential for Excellence*

Date: 23.07.2024

**Program Title:** One Day Faculty Development Programme for Non-teaching Staff

**Date of the program:** 23.07.2024

**Time:** 10.00am to 4.00pm

**Venue:** Seminar Hall

**Level of Program:** Non-teaching Staff

**Objective:** Personality & Skill Development

**Coordinator:** Jagadish A T

**Resource Persons:** Sri. S.R.Poorananda, Prof.Mugeshappa.R, Sri.K.R.Santhanam

The programme began with a formal welcome by Dr.N.Vani Shree, Principal. Introductory remarks was given by Prof.K.S.Suresh, Chief Executive. He emphasised the need for training the non-teaching staff for effective office administration.

Sri. S.R.Poorananda, Honorary Director, Publication Division, JSS Mahavidyapeetha, Mysuru engaged the first technical session on the topic 'Style of Reporting'. He started with example how to teach cycling through lecture which is not possible. He guided the participants to practice sentence formation, do proof reading continuously which is necessary to improve oneself. He informed not to use adjectives, concentrate on colour combination of invitation, initials, designation should be correct. He also informed that teachers along with clerks should work while reporting to JSSMVP. He insisted to read newspaper, read editorial, mark difficult words and understand the meaning to improve the vocabulary.

Second technical session was conducted by Prof.Mugeshappa.R, Director, College Education, JSS Mahavidyapeetha, Mysuru. He discussed service rules and file management. Prof.Mugeshappa.R began with significance of teaching and non-teaching staff in an institution. He opined that the ego clashes should be detached between teaching and non-teaching which will spoil the institution and called for the effective co-ordination and co-operation between teaching and non-teaching staff. He suggested to have a co-ordination between all the divisions of office.

Following are the books to be maintained by the office:

Allocation of work done by Chief Executive/Principal.



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Biometric/ attendance register. (Principal to verify the day today attendance).

Movement Register

Causal leave book

Despatch Register

Case register/call Register

Cash Register

Utilization certificate/Register

Acquittance Register

Stock verification Register

JSSMVP Guidelines book

Sri.K.R.Santhanam IA&AS(Rtd.) Director, Accounts and Audit, JSS MVP conducted third technical session on the topic 'Mandate, Duties and Responsibilities and on FAQ on the Accounts, Accounting Procedure, Accountability and Audit'. Our Mission to reform, perform, transform was informed to the participants. He explained the structure of JSSMVP consisting of 20,000 employees, 1,10,000 students, net worth of Rs. 5000 crores and budget of Rs. 2,200 crores. He emphasised on the visibility of the amounts, not only utilization certificate. Day today activities of the office staff were effectively discussed in the form of FAQ's.

**Beneficiary:** office staff of JSS Law College & other colleges.

**Outcome of the Program:** office staff was trained on style of reporting to higher authorities, given awareness about services rules and file management and accounting procedure and budget allocation aspects were thought with practical examples.

**Attendance:**42 members

**Geo Tagged Photos:**



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