

<b>FDP-10</b>	<b>MANAGEMENT OF POLYTECHNICS</b>	<b>28.05.2018 to 01.06.2018</b>
<p><b>OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>➤ To understand the various functions and depts. in management of Polytechnics.</li> <li>➤ To comprehend the provisions in the administrative and financial management as per State Govt. norms.</li> <li>➤ To appreciate the budgetary provisions, audit procedures and treasury codes.</li> <li>➤ To acquire competencies of rapport building and maintenance using TA techniques.</li> <li>➤ To know the procedures of e-Office administration and e-Tendering.</li> </ul> <p><b>PARTICIPANTS:</b></p> <p>Newly appointed Principals of Polytechnics and Principals who have not so far attended similar programme</p> <p><b>INPUT:</b></p> <p>Admissions and maintenance of records - Administrative Management (Establishment issues, Conduct rules, recruitment, promotions &amp; vigilance, disciplinary procedures-FR &amp; SR,-Pay fixation, Incentives / Automatic Advancement Scheme-Case studies) - Pension Rules &amp; Computations (Case studies) - Financial Management (Treasury Code, Accounts - Cash books - Govt. &amp; Non Govt. A/cs., Presentation of bills, Reconciliation with Treasury / Bank-Financial Code, Financial powers of Principal / AO, Responsibilities / Accountability) – Budget (Funds allocation / Budget heads - Preparation &amp; presentation of Budget) - Audit Procedures &amp; Objections (Case studies) - Transactional analysis for better HR- eOffice - Objectives &amp; Components-Practice - E.tendering</p> <p><b>OUTPUT:</b></p> <p>Lecture – case studies – exercises.</p> <p><b>RESOURCE PERSONS:</b></p> <ul style="list-style-type: none"> <li>➤ Mr B.A.R.Bharat</li> <li>➤ Guest Faculty</li> </ul>		
<b>COORDINATOR</b>	<b>VENUE</b>	<b>LAST DATE OF RECEIPT OF APPLICATION</b>
Dr. C.R. Nagendra Rao	ECV	15 days prior to the start of the programme