

Report on Three Day Residential Training Programme for “Non-Teaching Staff”

By Andhra Pradesh Human Resource Development Institute

(Government of Andhra Pradesh)

In association with Sri Padmavati Mahila Visvavidyalayam at SPMVV, Tirupati from

10th to 12th February, 2017

The Inauguration of the training programme started at 9.00 am on 10th February 2017, in the Indira Priyadarshini Auditorium in S.P.Mahila Visvavidyalayam, with prayer. Nearly 200 participants of the two training programmes viz., Non-Teaching training Programme and e-office training programme, have attended. Prof.P.Vijayalakshmi, Department of Communication & Journalism and former Registrar of the University welcomed the guests. She also briefly presented the details of training programmes being conducted by APHRDI and explained the need for conduct of the present training programme in the University. Prof.D.M.Mamatha, Registrar, briefly outlined the objectives of the training programme and advised the staff to learn more from the programme and get themselves updated with the day to day changes. Dr.B.Geetha Vani, Deputy Registrar, introduced Sri D.Chakrapani garu, IAS (Retd.) and Director General of APHRDI & Chief Guest of the programme by presenting his brief bio-data. Inaugural speech was delivered by the Chief Guest. In his speech he briefed on the importance of conducting such training programmes by the APHRDI and its special interest in conducting the programme in the University which helps in establishing linkages with other academic institutions in and around Tirupati. He further, stressed the need of importance of IT sector and suggested that the non-teaching staff should get acquainted with the computer knowledge for Accounting, Data analytics etc. He also enlightened the participants on the two epoch making decisions that were taken by the then Chief Minister Sri N.T.Rama Rao garu viz., establishment of

Mahila University and Implementation of Reservation for women. He has also suggested that the University can establish a Centre for Urban Development with focus on women on campus. He cited a

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few examples of other States which are marching ahead establishing linkages with other organizations.



The Guests of Honour viz. Prof.C.R.Visweswara Rao, former Vice-Chancellor, Vikrama Simhapuri University; Prof.N.Rangaiah, Prof. Of Law (Retd.), Acharya Nagarjuna University and Prof.P.S.N.Reddy, Prof. Of Chemistry (Retd.), Osmania University, also spoke on the occasion.

Day 1(10.2.2017):

The details of the topics dealt by resource persons day wise are as follows:

Morning sessions after inauguration

Session 1 - Prof.N.Rangaiah, Retired Prof. of Law and former Registrar of Acharya Nagarjuna University – Over view of the Act, Functions of Officers



He gave a detailed presentation on various Chapters and the sections that appear in the A.P. Universities Act 1991.

These sections cover defining the terms that appear in the Act, establishment of Universities, Authorities of the University, composition and powers and functions, territorial jurisdiction, General Provisions, Officers of the University etc.

Session 2 - Prof.P.S.N Reddy, Retired Professor of Chemistry, Osmania University – Functions of Executive Council and Importance of Statutes



He enlightened the Functions of EC and Importance of statutes. He discussed about various cadres of officers and their duties & responsibilities in the University; authority levels and their functions in the University. He focused on Composition of the Executive council, Powers and duties, He also explained the importance of Academic Senate, Compositions and its Functions elaborately.

Afternoon Session

Session 3 - Prof. C.R.Visweswara Rao, Former Vice-Chancellor, Vikrama Simhapuri University – Functions of Academic Senate; Importance of Ordinances and Regulations

He has discussed in detail the composition and functions of Academic Senate, what are the ordinances and the items covered under these ordinances. The matters that are to be placed before the Academic Senate and the process involved after approval in the Senate. Importance of these ordinances and regulations.



Session 4 - Sri. P. Subhash Chandra Bose, Retired Assistant Treasury Officer, Chittoor – General Discipline, Personal Registers, Stock Files

Session 5 - Sri. P. Subhash Chandra Bose, Retired Assistant Treasury Officer, Chittoor – Drafting Note Files, Duties at various levels, Maintenance of confidentiality

He presented awareness lecture on maintenance of Personal Registers. What and what not to be entered in the personal registers and how to organize the Registers etc. He also discussed about the stock files, maintenance of various registers, Year wise numbering of the registers etc. In the next session He discussed about drafting of note files, movement of files, action to be taken on various files, maintaining confidentiality of files etc., by quoting examples.

Session 6 - Prof.P.Vijayalakshmi, Dept. of Communication & Journalism, SPMVV and Former Registrar of SPMVV – Preparation of EC agenda



Preparation of EC agenda was discussed. She focused on preparation of agenda as per the classification in detail. She also discussed on the Items that are to be submitted for approval and the action to be reported on various matters like academic matters, service matters, financial matters, examination matters and other issues. She also discussed the categories that fall under financial matters viz., projects & fellowships, Engineering works, purchases, salaries etc.

**Session 7 - Dr.G.Ramdhan, Associate Professor of History, TSP Oriental College, Hyderabad –
Affiliation of Degree Colleges**

He gave a lecture on 'Affiliation of colleges and Degree colleges', its competent authority and the process of establishment. He also discussed on the structure of colleges present in the state and colleges that come under each University. He described the process of affiliation of colleges by the University and also the rules, regulations, acts for affiliating the colleges and for disaffiliation.



Day 2 (11.2.2017) :

Session 1 - Sri Kishore, Dean, Acharya Nagarjuna University – Physical Education Colleges

He has created awareness on the regulatory bodies and the regional centres and their place of



situation. He also discussed the procedures for establishment of college, powers and regulations of the college, how to acquire recognition. No. of Physical education colleges present in the state, What are the Areas, dimensions of courts / tracks etc. required for establishing the College. Number of teaching and Non-teaching staff per each course (B.PEd, M.PEd), Intake of students, number of theory classes, number of practical classes. How to apply for the new course, when the notification is to be issued, what are the documents to be submitted, amounts to be deposited as FDRs etc. How to proceed

after getting formal approval from the regulatory body.

Session 2 - Sri Dr.G.Ramdhan

He described the minimum qualifications for appointment of teachers and other academic staff in University and college as per UGC acts and regulations, AICTE rules and regulations, MHRD rules and regulations. He also discussed the two systems existing i.e. formal (regular) and informal (Distance mode) and the UGC regulations regarding award of degrees, promotion and maintenance of standards of academic collaboration between Indian & Foreign educational institutions, Course work,

Deemed Universities, Sexual Harassment of Women Employees, Specification of nomenclature of degrees, Anti-Ragging Regulations, Grievance & Redressal regulations, Accreditation, Technical education affiliation, Private Universities regulations, AICTE and NCTE regulations.

Session 3 - Sri. P. Subhash Chandra Bose, Retired Assistant Treasury Officer, Chittoor – Conduct Rules of 1964, CCA Rules of 1991

He gave a presentation on the Conduct Rules and CCA Rules of the Government. He also described the important rules to be followed by the Govt. employees, and the instances where they should maintain absolute integrity, action to be taken as per the rules that are existing, and how the Government employees should perform their duties, what information they should furnish for entering into S.R at the time of their appointment. Further, the authorities competent to give punishments and the procedure to be followed were also discussed.

Session 4 - Sri. K.Hema Chandra Reddy, Professor of Mechanical Engineering, JNTU, Anantapur – Affiliation of Engineering Colleges

He presented a lecture on Engineering Colleges under Technical Education. How the Engineering education got transformed gradually and establishment of AICTE regulatory body. He also covered the procedure for Establishment of college, acquiring recognition to the college under AICTE norms, Ratio of teaching and Non-teaching staff per each course, Intake of students, number of theory classes, number of practical classes, applying for approval for the new courses to be started, notification when to be given, documents to be submitted etc.

Afternoon Session

Session 5 - Sri A.Dayanidhi, Retired Finance Officer, Osmania University – Financial Property, Preparation of Budget, Maintenance of Registers

He has discussed at length on preparation of Budget and Maintenance of registers, composition of Purchase Committees. Under Budget he discussed about basic things to be remembered before preparing University budget and the areas where more concentration is required etc. He also discussed elaborately about various registers like Cheque receipt Register, Ledgers, cash book, investment registers, advance registers etc and data to be furnished in the respective registers. He has briefly discussed the tendering system and the types of tenders existing.



Session 6 - Sri P.Subramanyam, Senior Audit Officer (Retd.), A.G. Audit – Writing Cash Book, Reconciliation of accounts, Formats to be followed

He explained as to how the cash book is to be written, Reconciliation of accounts is to be done, formats to be followed. He also discussed about maintenance of cheque book and its confidentiality, various formats approved by the government and procedure followed by various departments etc. He explained the necessity of any University having a Finance Officer and his functions etc.

Session 7 – Sri Saicharan Singh, Bill Desk (Private) – Importance of Online receipts



He described the types of fee collected, disadvantages of offline payment and the importance of online payment. Under this topic he covered various user friendly features in Bill desk regarding payment of various bills like electricity, Telephone taxes, ticket booking etc., He also created awareness on procedure of paying bills, advantages of bill desk payment, mode of payment using credit, debit, ATM cards and how to

overcome the difficulties or problems in case of wrong payments etc.

Day3 (12-02-17):-

Session 1 - Sri Krishnam Raju, Audit Officer, A.G – Audit and Audit paras, Housing and vehicle loans, Festival and Education Advances

He discussed in detail the types of advances viz., interest bearing (House Building Advance, Vehicle loan, marriage loan) and non-interest bearing (Festival, Special Festival Advance, Educational Advance), general principles for each advance, importance of safeguarding the documents, formulae for calculation of interest, eligibility to apply for the advance, clearing the advance, period of clearance of advance and number of installments etc. He also explained on Audit, Audit paras and the measures to be taken to avoid such paras, University rights and limits to overcome these objections.



Session 2 – Prof. Rajasekhar, Dean, School of Management, University of Hyderabad – Central Universities

He discussed the procedures followed in Central Universities particularly University of Hyderabad where he is working. He also explained the various administrative problems faced, how to overcome them within the stipulated time. He gave some live examples. Further, he described the measures followed in their University for encouraging Teaching and non-teaching staff regarding promotions, incentives, awards, special increments etc. He also gave suggestions to the University for developing better measures with approval from respective authorities.

Sessions 3 and 4 - Sri.A.Ravi Varma, STO, Narasapuram, West Godavari – Important provisions in Fundamental Rules, Sub-ordinate service rules, Ministerial Rules

Pay Fixations, Pension Fixations, Kinds of Leaves and Rules

He described in detail the important provisions in Fundamental Rules, Subordinate Service Rules, Ministerial Service Rules. He clarified the types of pay, fundamental rules and rights of an employee. He has also clearly explained about the service rules, leave rules, service that counts for sanction of increment, pay fixation to be done in different cases etc. While dealing with Pension Rules 1980, he described the types of Pensions with rule nos., calculation of pensionary benefits with formulae, death benefits, beneficiaries, policies given by the government under health grounds, counting of service of an employee etc.

Afternoon Session

Session 5 - Sri.C.Sudesh Anand – Brief About Court Cases, how to write para wise remarks

He discussed on the court cases filed against the University. What are the stages for preparing a counter. Writing of para wise remarks, procedure for getting injunction orders etc., He cited several examples by opening the website of the Hon'ble High Court and how to search the status of the case, prayer etc.

Session 6 - Prof. Ganta Ramesh, Retired Professor of Education – B.Ed. Colleges

He delivered a lecture on B.Ed. colleges and its regulatory bodies. He explained the importance of education system and the drawbacks existing in present education system, measures

to be taken to sustain values of good education system etc. Apart from these he explained the procedure for establishment of B.Ed. Colleges, acquiring recognition to the college, applying for the new course, when the notification is to be given, documents to be submitted, ratio of teaching and non-teaching staff for each course, intake of students, number of theory classes and number of practical classes to be covered etc.

Session 7 – Dr.Sudhakar, Principal, JC College of Law, Guntur – Law Colleges

He delivered a lecture on Law colleges and the courses offered. He explained about the importance of Law and justice in day to day life, Common mans' problems and how law will help. He explained the importance of social science education to sustain the human values in the present situations with live examples. He also gave a picture on the requirements for establishment of Law College, staff position etc.

As a regular practice after each session all the resource persons clarified the doubts raised by the participants with patience.



Some of the participants expressed their happiness on the conduct of training programme. They thanked the APHRDI and the University for organizing such an useful programme and for making arrangements for conduct of the programme.

Following is the outcome of the training programme and feedback:

1. The training given will help the participants to implement the learning from the training programme for better functioning.
2. From this training, a few participants will voluntarily come up for acting as resource persons.
3. The employees who feel that further training is required, will themselves request the authorities to depute them for such training programmes instead of the University insisting them to go for training programme.
4. Increase the duration of the sessions and also training period.
5. All the participants are happy with their accommodation, food and class rooms.

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