



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by JNTUH Act No. 30 of 2008)

Kukatpally, Hyderabad – 500 085, Telangana State (India)

Dr. N. YADIAH

B.E (OUCE), M. Tech (IIT KGP), Ph. D (JNTU)

SMIEEE, FIE, FIETE, MSSI, MISTE

Professor of Electrical & Electronics Engg., &

REGISTRAR

Lr No D3/Endt/6617/2016

Date:17.01.2017

To,

The Principals of Constituent Colleges,
Autonomous and Affiliated Colleges of JNTUH.
The Directors of various units of JNTUH.

Sir,

Sub: JNTUH, Hyderabad –Academic and Planning- 3-day workshops being conducted by the Society for Economic Research & Training- Nominations called for.

Ref: letter No. SIERD/T-15, T-16&T-17/2016-17dated 19.12.2016 received from the Co-ordinator Society for Economic Research & Training, West Sagapur NewDelhi

With reference to the letter cited, the Director, Society for Economic Research & Training, has requested the University to circulate the of the letter to their respective departments/Colleges/Units:

S.No.	Prog No.	Name of the Workshop	Date and Place
1.	T-15	Three Days Training Programme on "Budgeting, Accounting, Financial Control and Auditing in Central Govt.Department & Autonomous Bodies" From 6th to 8th March 2017, at Kolkata.	March 6 th to 8 th 2017, at Kolkata
2.	T-16	Three days Training Programme on "Dynamics of Leadership & Effectiveness of Teamwork" From 23rd to 25th March 2017, at Kochi(Kerala)	March 23rd To 25 2016, at Kochi(Kerala)
3	T-17	Three Days Programme" Right To Information Act, Improvement of Records Management, Modern Office Management and Prevention of Sexual Harassment"	March 23rd To 25th 2017 at Kochi(Kerala)

Copy of the reference letter is enclosed for necessary action.

Yours sincerely,


REGISTRAR



SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

The Registrar
Jawaharlal Nehru Technological University
Kukatpally,
Hyderabad - 500085

Ref. No.: SIERD/T-15, T-16 & T-17/2016-17
Date: 19.12.2016

Prog. No. T-15 : Workshop on "Budgeting, Accounting, Financial Control and Auditing in Central Govt. Department & Autonomous Bodies" From 6th to 8th March 2017, at Kolkata

Prog. No. T-16 : Workshop on "Dynamics of Leadership & Effectiveness of Teamwork" From 23rd to 25th March 2017, at Kochi (Kerala).

Prog. No. T-17 : Advance Course on "Right to Information Act. Improvement of Records Management, Modern Office Management and Prevention of Sexual Harassment" From 23rd to 25th March 2017, at Kochi (Kerala).

Dear Sir/Madam,

Enclosed please find Brochures on the above Training Programme to be organized by us. Ours is an organization with specialization in training of human resource, which is an essential ingredient of all organizations. Our main aim has always been to provide the best training inputs and training technique to the participants so that they also become capable of providing the necessary guidance.

Keeping the above in view, we invite your kind attention of the programme coverage of our training as given in enclosed Brochures. We request you to avail of this opportunity of getting your management functionaries trained by reputed specialists for recurring effective support in day to day management. We, therefore, request you to nominate concerned personnel not only from the Head Office but also from your regional & zonal offices for participation.

Our Institute (SIERD), is organizing Training Programs on various subjects for the benefit of the officers working in Govt. Departments, Public Sector Undertakings, Autonomous Bodies etc. for a considerable time. The programme are conducted on a highly participative basis by highly experienced professional faculties organisations having an indepth experience on the subject both as a Trainer and a career Bureaucrat.

We request you to forward nominations for the above programme from your organizations as per the nomination form at Appendix / overleaf where the details of course fee etc. have been indicated. Assuring you of our best Service.

We shall be glad to have the nomination from your Organisations.

With best regards.

Note : Kindly do inform us about nomination through E-mail / Fax / or Speed-Post to avoid inconveniences of delay in Courier & Ordinary Post.

Encl: The programme Brochure

Yours faithfully


Neeraj Kumar
Coordinator (SIERD)

**Prog. No. T-15 : Workshop on "Budgeting, Accounting, Financial Control and Auditing in Central Govt. Department & Autonomous Bodies"
From 6th to 8th March 2017, at Kolkata**

INTRODUCTION:-

In the present scenario, the tremendous increase in the activities of the Government, PSUs and Autonomous/Statutory Bodies the cash transaction have been increased multiple. Over the years it has been observed that the staff is on the decrease and the volume of cash related works like receipts and payments have to increase considerably. It has therefore become authoritative of strengthen the financial administration in the organisations. It is imperative to meet the training needs of the personnel dealing with cash & accounts matters to enhance their capacity towards the Financial Management with the target to make the staff & officials conversant with the rules on the subject & interact with the learned faculties to sharpen their skills of handling the difficult problems.

WHO SHOULD ATTEND:-

This course is designed to suit exclusively for officers like Superintendents, Assistants, Head Clerks, UDCs, Senior Accountants, Junior Accountant and other staff dealing with Finance & Accounts and Estt. Matters.

COURSE OUTLINE

Days - I	Days - II	Days - III
1. Financial Administration & Financial Control in Govt.	1. Budgeting -- Types & Methodologies	1. Internal Audit & Statutory Audit
2. GFR - Overview	2. Accounting Policies & Conventions	2. C & AG Audit - Compliances Required
3. General Financial Rules - GFR Forms	3. Fixed Assets & Depreciation Accounting	3. Common Format of Accounts in CABS - Financial Statements
4. Delegation of Financial Power Rules	4. Accounting for Grants-in-Aid	4. Common Format of Accounts in CABS - Notes on Accounts

FACULTY :

The faculty will consist of experts and senior level functionaries having extensive exposure to Central Autonomous Bodies in the areas of finance and administration.

COURSE DURATION :-

It will be three days from 6th to 8th March 2017, and will be conducted from 10AM to 5PM daily. There will be twelve sessions, four sessions each day. Each session will be of 75 minutes duration.

FEE:-

Non-Residential: Rs. 10000/- Per Candidate (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/folder, Participant certificate, working lunch, Tea/coffee with snacks and other Estt. Charges.

RESIDENTIAL:-

a) Twin Sharing:- Rs. 19000/= Per Candidate Per programme Inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) Single Occupancy:- Rs. 25000/= Per Candidate (Fee Includes breakfast & dinner).

RESIDENTIAL CANDIDATE : Check in 5th March 2017, Afternoon & Check out 9th March 2017, Forenoon

ARRANGEMENT BY US :-

Working lunch, Reading Material, Pad, Pen, Bag/Folder, Participation Certificate, Group Photograph, (Detention Certificate if necessary), and Fee Receipt Candidates have to make their own arrangement for Transport.

LAST DATE :-

Registration for programmes Residential accommodation is 28th February 2017 and for Non Residential 1st March 2017. Nomination can also be forwarded after the last date on Enquiry/confirmation.

NOMINATION:-

The Organization may please send the nomination starting the Name, Designation, their Mobile No. and Contact No. with full address with requisite fee by crossed DD/Cheque/NEFT drawn in favour of "Systematic Institute of Economic Research & Development" payable at New Delhi. NEFT payment may be made direct to Current A/c No. 606700301000128 (IFSC Code VIJB0006067, MICR NO. 1100029070) VIJAYA Bank, Patel Nagar, Branch, New Delhi under intimation by email. PAN No. BXPPK7937K

For registration /any other information, Please Contact: (Neeraj Kumar) Coordinator (Admin) Mob. 9958014267

Prog. No. T-16 : Workshop on "Dynamics of Leadership & Effectiveness of Teamwork" From 23rd to 25th March 2017, at Kochi (Kerala).

INTRODUCTION:-

Leadership is a vital element in both personal & professional life of all of us. To become effective in life and to be successful in accomplishing individual and organizational goals, this innate human trait needs to be nurtured and oriented systematically. In the world of management, the quality of leadership provided is considered to be a prime factor for the success of an enterprise. The skill or the ability to persuade others to seek defined objectives enthusiastically which binds a team together and motivates it towards goals requires to be sharpened. This workshop will enable the participants to reflect on and actualize the secrets behind the essentials of leadership which transforms lukewarm desires of achievement to burning passion for accomplishing task through effective team building for organizational excellence.

METHODOLOGY :-

Brain Storming, Discussion Leading, Case Studies, Role Plays, Real Life Stories, Individuals & Group Tasks, Games, Guided, Exercises, Lectures etc.

WHO SHOULD ATTEND :-

Junior / Middle level Executives / Supervisory Staff, Trade Union Leaders of all Cadres, Self Employed Entrepreneurs, Technical/ Non-Technical Personnel from any discipline who leads a team or will lead.

COURSE OUTLINE :-

- Importance of Leadership & Understanding its Dynamics
- Leadership Styles & Leadership Skills
- Leadership Theories
- Personality Traits of an Effective Leader
- Important Leadership Attributes
- Motivation
- Communication Skills
- Decision Making
- Public Speaking
- Conflict Management
- Creativity & Leadership
- Teamwork
- Group Exercise on Teamwork

FEE:-

Non-Residential: Rs. 10000/- Per Candidate per programme (Fee Includes the cost of Course Material, refreshment, Pad, Pen Bag/ folder, Participant certificate, working lunch, Tea/coffee with snacks and other Estt. Charges.

RESIDENTIAL:-

a) **Twin Sharing:-** Rs. 19000/= Per Candidate Per programme Inclusive of boarding & lodging for two persons of same gender & of the same organization.

b) **Single Occupancy:-** Rs. 25000/= Per Candidate per programme (Fee Includes breakfast & dinner).

RESIDENTIAL CANDIDATE : Check in 22nd March 2017, Afternoon & Check out 26th March 2017, Forenoon

ARRANGEMENT BY US :- Working lunch, Reading Material, Pad, Pen, Bag/Folder, Participation Certificate, Group Photograph, (Detention Certificate if necessary), and Fee Receipt.

VENUE :- The both workshop stay & conference will be conducted at "Hotel Presidency" Ernakulam Town, Kochi.

LAST DATE : Registration for programme Residential accommodation is 15th March 2017 and for Non Residential 21st March 2017. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

For registration /any other information, Please Contact: (Neeraj Kumar) Coordinator (Admin) Mob. 9958014267

Prog. No. T-17 : Advance Course on "Right to Information Act. Improvement of Records Management, Modern Office Management and Prevention of Sexual Harassment" From 23rd to 25th March 2017, at Kochi (Kerala).

PROGRAMME OBJECTIVE :-

- To discuss the requirements under RTI Act.
- To define Systems and Procedures for Implementation of the Act.
- To discuss interlinkages of RTI Act. with other relevant Acts.
- To discuss roles and responsibility of Public Information Officer and Powers and Functions of information Commission
- To describe Important Judgements of Central Information Commission and different State Commission
- To discuss about Modern office Management concepts and practices
- To discuss Strategy and issues in implementing Modern Office Management
- To discuss about roles and responsibility of Office Manager/ Office Administrator.

WHO SHOULD ATTEND :-

Central Public Information Officers (CPIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authority and Senior & Middle level Officers, Managers from Central & State Govt. Department, Ministries, Boards, Corporations, Cooperative, PSU, Banks, Public Finance Institutions, Educational Institutions and Senior Managers from Private sectors.

PROGRAMME COVERAGE :-

- Constitutional provisions, objective and strategy for effective exercise of RTI
- Procedures for implementation and responsibilities of public authorities and information officers.
- Exemptions from disclosures and important landmark rulings of the information commission.
- Practical problems in implementation & strategies to tackle increased workload
- Records Management in Context of RTI.
- Introduction to Modern Office Management
- Communication System in office
- Office Automation
- Application of Information Technology
- What is Sexual Harassment & Measures to prevent cases of sexual harassment in working place.