



Internal Quality Assurance Cell Mar Thoma College, Tiruvalla

Training for Administrative Staff



23 & 30 SEPTEMBER 2023



9:30 AM - 3:30 PM



DR. ALEXANDER MAR THOMA MEMORIAL
GOLDEN JUBILEE SEMINAR HALL

Inauguration

Dr. Pragash R.

(Deputy Director,
Collegiate Education, Kottayam)



Resource Persons

Shri. Babu M. P.

(Rtd. Sr. Supt. DD Office)

Shri. Shine K. S.

(Jr. Supt. DD Office)



Dr. Mathew Varkey T. K.
Principal

Dr. Sonia Anna Zachariah
IQAC Coordinator

Shri. Rengit K. Varughese
Sr. Superintendent

Shri. Abhish Jacob Thomas
Convener

Internal Quality Assurance Cell
Mar Thoma College, Tiruvalla



Training for Administrative Staff

Day 1 - Saturday, 23/9/2023

Session 1 - PD rules

Session 2 - DCB Preparation

Session 3 - Store Purchase Manual

Session 4 - Fees Rules

Day 2 - Saturday, 30/9/2023

Session 1 - E-Grantz

Session 2 - Maintenance of Cashbook and other Registers

Session 3 - Office Procedures, Audit Preparation,

General Matters etc ..

Session 4 - Interactive Session

Registration

Fee : **Rs. 250/-**

Lunch and Refreshments will be provided.

Last Date : **16th September 2023**

Remit Fee to

A/c no. **551095621**

Name: Mar Thoma College

IFSC: IDIB000T121

Registration Link :

<https://forms.gle/H7PBMMDBmLk5TXeA7>

(Note the Transaction ID before registering)



Scan to
Register

For More Details:

Shri. Abhish Jacob Thomas

Phone No. 99955 95535