

ABOUT THE CO-ORDINATING DEPARTMENT:

Department of Civil Engineering has been in existence since the inception of College of Engineering Trivandrum in 1939 and has grown into a full fledged department with specialization in all the major areas of Civil Engineering. There are well equipped laboratories attached to the five divisions of the department. These laboratories are fine tuned for conducting teaching, research and consultancy activities. The Department offers B.Tech. in Civil Engineering as an under graduate programme and M.Tech. programmes in 6 specialisations as post graduate programmes. All these programmes of the department are accredited by the National Board of Accreditation (NBA). The department also plays a very active role in consultancy, research, testing and certification and continuing education programmes for the Civil Engineering industry. Many of the alumni of the department hold prestigious positions in Government, leading industries and academic institutions.

PROGRAMME CO-ORDINATORS**DR PRIYADARSINI R S**

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DR JAYASREE P K

Associate Professor (Civil), College of Engineering Trivandrum
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IMPORTANT DATES :

Last Date of Receipt of Application : 17/07/2015

Intimation of Selection : 22/07/2015

(Scanned copy of Signed Registration Forms may be sent through email)

SHORT TERM TRAINING PROGRAMME

ON

**GENERAL AWARENESS OF
KERALA SERVICE RULES**

JULY 27 - 31 , 2015

Organised By

**DEPARTMENT OF CIVIL ENGINEERING**

&

CENTRE FOR FACULTY AND STAFF DEVELOPMENT**COLLEGE OF ENGINEERING TRIVANDRUM****THIRUVANANTHAPURAM- 695 016**

PROGRAMME CO-ORDINATORS

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&

DR. JAYASREE P K

SPONSORED BY

DEPARTMENT OF TECHNICAL EDUCATION**GOVERNMENT OF KERALA**

ABOUT THE PROGRAMME

Director of technical education, government of Kerala, has entrusted College of Engineering Trivandrum to organize courses and training programmes for the faculty and staff of Engineering Colleges and Polytechnic Institutions. Some of the areas suggested include e-governance, service rules, office proceedings and personality development. Training activities of CFSD at College of Engineering Trivandrum is coordinated by CET School of Management (Department of Business Administration). The proposal given here is framed as per the guidelines issued by directorate of technical education, no. L4/15675/2014 dated 20/8/2014. The programme is organised to create a general awareness of service rules. Government service is classified into two main categories viz. State service & subordinate service. This classification is included in Kerala civil services (classification, control & appeal) rules (KCS (CC&A) rules). State services include all posts in gazetted cadre (selection posts) and subordinate service includes all non-gazetted posts including last grade, part-time contingent posts. The rule is divided into 3 parts. Part I - rules relating to the general conditions of service, pay fixation, leave, joining time, foreign service, etc., part II - rules relating to travelling allowance and part III – pension. Detailed discussions based on the rules will be held during the program. Details of RTI act, Kerala financial code, treasury code, use of Malayalam as official language will also be covered in detail.

OBJECTIVES

- Awareness of service rules
- Awareness of new policies under government
- Awareness of rti act, kfc, treasury code

ELIGIBILITY

Any Permanent Government Employee working under the Dept.of Technical Education can apply. Only 20 seats are available. Seats will be filled up on first come first serve basis. Preference will be given to administrative staff under DTE with less than 5 years of experience.

COURSE TIMING

9.00 AM - 4.00 PM
5 WORKING DAYS

About College of Engineering Trivandrum

College of Engineering Trivandrum, popularly known as CET, is one of the most sought after engineering colleges for engineering courses. Commanding an expanse of lush greenery of 82 acres, the CET campus is at Kuthoor, within the city limits of Thiruvananthapuram. CET is affiliated to Kerala Technological University and the courses are approved by AICTE. The programmes are accredited by National Board of Accreditation (NBA) and all the Departments are approved research centres of University of Kerala. More than 4000 students are enrolled for various undergraduate, post graduate and part-time courses in CET. Innovations are encouraged by providing facilities to set up incubation units. An ambitious plan in the anvil, that could give a major breakthrough in opening up avenues for inventions in engineering science, is to set up a research park within the CET campus. With the decision to set up training facilities by Directorate of Technical Education, CET also has the role of a training centre for faculty and others.

About CET School of Management

CET started its MBA programme in 1985 as a part-time course and ever since, the programme has been well received by the practicing management fraternity. As an initiative of Government of Kerala for providing quality management education, CET established the Department of Business Administration exclusively for management education in the year 2000 and commenced the full time MBA programme. The Department is an approved research centre of University of Kerala in management discipline. The CET-MBA has already acclaimed recognition by the recruiters and the students of every batch are successfully placed in various organizations. CET is the pioneering institution in management education under University of Kerala. Already, thirteen batches of students have completed the full-time programme in this Department. The MBA programme of Department of Business Administration is accredited by NBA. The Department is renamed as CET School of Management and is provided with a new block in CET with state-of-the-art facilities. CET School of Management is entrusted with the coordination of the training programmes for the faculty and staff of engineering colleges and polytechnic institutions under Directorate of Technical Education, Government of Kerala.

REGISTRATION FORM

Short Term Training Programme

GENERAL AWARENESS ON KERALA SERVICE RULES

JULY 27 - 31, 2015

1. Name :

2. Designation :

3. Mailing address :

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Tel. (With STD code) : (Off.).....

: (Mobile.).....

e-mail :

Fax :

4. Educational qualifications:

5. Experience :

6. Food : Veg / Non-Veg

7. Accommodation needed : Yes / No

8. Name and Signature :

CERTIFICATE

Certified that Sri/Smt/Dr..... is a permanent staff member of this institution and will be allowed to participate in the programme if selected.

Place :

Date :

Office Seal

Signature

Head of the Department