

Faculty Development Programme (FDP)

For Supporting Staff

Date: 18th January 2025

Venue: Seminar Hall

No. of participants: 24

The Faculty Development Programme (FDP) for the academic year 2025 commenced with an official inauguration on 18th January 2025 at the Seminar Hall. The event was attended by esteemed administrative staff, from various colleges nearby the college.

The session began with the Welcome Address delivered by **Mr. Gafoor M (JS)**, who extended a warm welcome to all the participants and highlighted the importance of continuous professional development for faculty members to enhance their administrative methodologies and contribute to the growth of the institution.

The **Chairperson**, Dr. Haseeb V V (Coordinator, IQAC), provided insights into the objectives of the FDP, stressing that the programme aims to equip faculty members with the necessary skills and knowledge to adopt innovative methods of keeping files and records. The **Inaugural Speech** was delivered by **Dr. Majeesh T (Principal)**, who emphasized the crucial role of faculty development in improving educational quality. Dr. Majeesh also stressed the importance of staying updated with emerging trends in education, the integration of technology in clerical work, and fostering an environment of administration.

The inauguration marked the beginning of a structured series of sessions .

Topics Covered:

1. Leave Rules & Service Matters, PD Rules and Store Purchase

- **Speaker:** Sudhakaran C.K (Senior Superintendent, IMG Co-Ordinator)

This session likely addressed the essential policies around staff leave entitlements, service regulations, and any specific rules governing the staff's professional conduct. This part may have touched on the procedures for Professional Development (PD) rules, as well as guidelines for purchasing supplies or managing store inventories.

2. **Preparation & Submission of Bills, PF, Medical Reimbursement, Prism, etc.**

- **Speaker:** Robin V.S (Senior Clerk, IMG Faculty)

This session probably provided guidance on how to prepare and submit various documents such as bills, Provident Fund (PF) applications, medical reimbursements, and possibly how to use tools like Prism (which could be a software or platform for managing these processes).

3. **KSR Fixation, Joining Time, Increment**

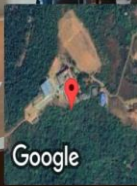
- **Speaker:** M.R. Haridas (District Treasury Officer, IMG Faculty)

This session might have discussed topics related to KSR (Kerala Service Rules) fixation, how joining time is handled, and the procedures related to salary increments. These are important for staff to understand to ensure that their compensation and career progression follow the correct procedures.

The sessions were found to be very useful and the participants were interacted with the resource persons and clarified their concerns in their own sections.



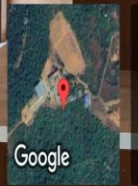
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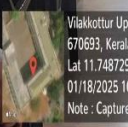
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670693, Kerala, India
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Note : Captured by GPS Map Camera



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One day FDP Programme for Supporting Staff
of colleges affiliated to Kashmir University.

Date: 21-01-2025

Venue: NAM College Seminar Hall.

Resource Person: Mr. Haridas (District Treasury officer, Rtd.)

Time: 10.00. - 12.30.

Topic: KSR, Friction, Joining Time, Increment

Resource Person: Mr. Robin V.S.

Time: 12.30 to 2.00 PM

Topic: Preparation & Submission of Bills &
Other Proposals (Bill, PF, Medical
Reimbursement).

Resource Person: Mr. Sathakaran (SS, IAS Coordinator)

Time: 2.30 - 3.30

Topic: Leave Rules, Service Matters, PD Rules
& Pwahan

The Inauguration of the Programme Ceremony,

Welcome: Mr. Galoor M. (J's office)
President & Admin: Dr. Haseeb W. (Contractor & AC)

Inauguration: Dr. Majid T. (Principal)

Felicitation: Mr. Iqbal Ahmad
(Secretary N&F)

Vote of Thanks: Mr. Idris (Clerk, NAM)

SNO.	Name of Participant.	College.	Sign.
1.	MAHMOOD K. HA	NIA College, Kadalwan	
2.	Dr. Majid T.	Principal NAM College	
3.	Galoor M.	Jr. Supdt NAM College	
4.	SARDA K.R.	Tech. Asst. in Computer	
5.	Vijisha PP	Library Asst	
6.	ASHIFA P	Office Attendant	
7.	Raza K.	Sr. Clerk. NAM College	
8.	Munfar Bappil	Use Librarian NAM College	
9.	Shameer Ishaq	Office Attendant	
10.	Shameer R.	Club	
11.	Nooridha NK	Computer Assistant	
12.	Vijisha V.K.	NIA College, Kadalwan	
13.	Thasleema P.K. Clerk	NIA College, Kadalwan	
14.	Hajeesh R.	DIA College, Perat	
15.	Abdul Akber M.P.	DIA College, Perat	
16.	Muhammad Rishad C.	DIA College Perat	
17.	Ismail P.	NIA College, Kadalwan	
18.	Muhsin P.	Office Attendant	
19.	Bashir K.P.	Gr. LD Computer Operator	
20.	Abdul Mujid K.	LD Store Keeper NAM	
21.	Sameer C.	LD Clerk	
22.	Dr. Haseeb W.	Coordinator (S&A)	
23.	Muhammad Anwar	Clerk	
24.	Ishaq T.M.	H.A.	