
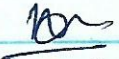






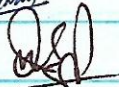
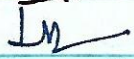





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|-----|-----------------------------|--|
| 15. | Sreena. V. Nair             |   |
| 16. | B. R. S. S. S. S.           |   |
| 17. | Iodira. M. K.               |   |
| 18. | Sreedevi Amma. C.           |   |
| 19. | P. R. Sasi Kumar            |   |
| 20. | Dhanesh Kumar R.            |   |
| 21. | RANJITH KRISHNAN B. R.      |   |
| 22. | Akhil V.                    |   |
| 23. | Dr. K. S. Padmakumaran Nair |   |
| 24. | Dr. P. K. Sankar            |   |
| 25. | Dr. G. Prasanna Kumar       |  |

## MINUTES :

The meeting commenced at 12.00 noon. Dr. K. Manikantan Nair, Principal chaired the session.

Chairman of the IGAC introduced the need for a training programme in Information Technology to the office staff of the College. There is an urgent requirement of updating the knowledge and skills in using computers and softwares in the administrative section of the office. Since the State Government has been launching new websites and other portals for Students' welfare transactions, Scholarships, Group Insurance & state level Insurance Schemes, Provident Funds, Salary Bills (SPARK), the staff concerned should be kept abreast on the latest programmes in internet.

Sri. R. Sudharmakumar, Head Accountant briefed on the present status of online facilities in the Principal's Office. Nine computers are functioning in the office with internet facility. Sixty Percent of the staff is well-versed in handling computers along with offline softwares. But, there is a need for giving training to other staff including attenders in the departments who would be

promoted to various posts in the college office in the forthcoming years.

Sri. M. Rajasekhar, Administrative Assistant reported that office staff working in the bill section and establishment section should be given hands-on training in SPARK portal usage.

Sri. N. Ajithkumar, Sri. Anilkumar & Sri. Venu Gosal R. opined that the training on cloud computing shall be on the part of the programme.

Dr. S. Nandakumar, Dr. P. K. Sreekumar and Dr. K. G. Padmakumaran Nair briefed on the forthcoming training programme. The training programme will be from 13.02.17 to 15.02.17. Inaugural session & two technical sessions will be held on 13.02.17. Technical sessions along with hands-on training on Operating Systems, document creation & internet etiquettes will be on first day. Technical sessions on Spreadsheet management, cloud computing & online services will be on 14.02.17. Hands-on training on SPARK - Servicematters, Salary matters, establishment of bills, Accounts module & generation of reports will be given on 15.02.17 along with certificate distribution.

Sri. Ranjithkrishnan KR., Dr. Jyotsna S. & Sri. Arkhil V. briefly reported the schedule, arrangement of computers, online facilities etc. for the training programme. It was also discussed to collect the annual data & feed back from all the departments regarding the activities during 2016-17. Also decided to renew INFIBNET Subscription and directed dept. of Botany to apply for research centre approval to University.

Saru  
10/2/17

Dr. S. Nandakumar