ABOUT THE INSTITUTE

Government Engineering College, Thrissur is a centre of technical excellence and is one of the most prestigious technical educational institutions in Kerala. The foundation stone of the college was laid by late Pandit Jawaharlal Nehru, the first Prime Minister of India, on 26th April 1958. The college campus is spread over an area of 75 acres and is located at Ramavarmapuram about 5 km from the heart of Thrissur Town and about 6 km from Thrissur Railway Station. The college is offering undergraduate courses in 8 branches of engineering and post graduate and doctoral programme in many disciplines.

ABOUT FSDTC

The Faculty and Staff Development Training Centre, Govt. Engineering College, Thrissur strives to improve, enhance and strengthen the process of learning, teaching and retention by inculcating proper methodologies in the system. The centre can provide a suitable platform for personal, academic and professional development of the faculty members and the supporting staff of Engineering Colleges in Kerala. The Centre takes up training programmes on the basis of detailed Training Need Analysis of the staff of engineering colleges in the state. Generally courses on Interpersonal Relationship, Communication Skills Computer Networking, E- governance, Stress Management etc are of vital importance in the present scenario, to enhance the efficiency of academic system.

ABOUT THE COURSE

e-Governance is the application of Information and Communication Technology (ICT) for delivering government services, exchange of information, communication, transaction and services between Government—to-Citizens, Government-to-Business and Government—to—Government. It also back up office processes and interactions within the entire government frame work. e-governance aims to bring in transparency, accountability, rule of law and speed in working process. It also helps to bring down corruption in government dealings. For establishing effective information chain it is necessary to equip the staff in various government sectors with the background knowledge of e-governance. The training programme aims to impart awareness among supporting and administrative staff of Technical Institutions regarding the effective utilisation of information communication technology.

COURSE OBJECTIVE

- To introduce the concept of e-governance and its impact on traditional office processes.
- To familiarize various office tools that can be used for better communication and information transfer.
- To impart knowledge in speedy implementation and better management of government projects.
- To create social responsibility and commitment in participants through continuous system improvement.

COURSE CONTENTS

- Introduction to e-governance
- Challenges in e- governance process
- SPARK-service and payroll administrative repository of Kerala
- e-Governance- new software for speedy disposal of laboratory routines
- Office Tools for successful implementation of e governance
- DDFS
- Service Rules
- e-file handling procedures in KTU
- Cyber security

COURSE FACULTY

The various sessions of the training programme will be handled by eminent trainers and experts from different organizations.

ELIGIBILITY

Supporting (laboratory) and administrative (office) staff of AICTE approved Engineering Colleges as well as Poly-Technique Colleges in Kerala state are eligible to attend this programme. Number of participants is limited to 20. Admission to the programme is on first come first serve basis.

REGISTRATION FEE

No Registration Fee will be charged from the participants

TRAVELING ALLOWANCE

Participants are eligible for TA as per FSDTC norms. Accommodation will be provided for the participants on prior request.

HOW TO APPLY

Applications in the attached format duly filled and counter signed by the head of the Institution shall reach the coordinator in the address given below on or before 11-01-2017. An advance copy of application may be sent to the coordinator by e-mail.

ADDRESS FOR COMMUNICATION

1. Dr Anjana R,
   Assistant Professor,
   Department of Chemical Engineering.
   Government Engineering College Trichur,
   Thrissur, Kerala- 680 009
   Mob:+91 9446024544
   E-mail: anjan.rnair@gmail.com
   anjana@gectcr.ac.in

2. Dr Fasnabi P A,
   Assistant Professor,
   Department of Chemical Engineering.
   Government Engineering College Trichur,
   Thrissur, Kerala- 680 009
   Mob:+91 9495464599
   E-mail: fasna@gectcr.ac.in

IMPORTANT DATES

Last date of receipt of application : 11-01-2017

Intimation of selection by e-mail : 12-01-2017

Confirmation from participant : 13-01-2017

Commencement of STTP : 16-01-2017

ORGANIZING COMMITTEE

Patron

Dr K. P. Indiradevi,
Principal,
Govt. Engineering College Trichur,
Thrissur.

Chairman

Dr Rajesh Vanchipura,
Associate Professor
Department of Mechanical Engineering,
Govt. Engineering College Trichur,
Thrissur.

Programme Coordinators

Dr Anjana R.,
Assistant Professor in Chemical Engg,
Govt. Engineering College Trichur,
Thrissur.

Dr Fasnabi P.A.,
Assistant Professor in Chemical Engg,
Govt. Engineering College Trichur,
Thrissur.

APPLICATION FORM
Short Term Training Programme on
E-Governance
16th to 20th January 2017

1. Name :
2. Designation
3. Age :
4. Gender : Male/ Female
5. Qualifications :
6. Department :
7. Address for communication :

8. Phone No :
9. Email :
10. Accommodation required : Yes/No

DECLARATION

The above mentioned information is true to the best of my knowledge and belief. I agree to abide by the rules and regulations governing the course. I also undertake that I will attend the course for the entire duration, if selected.

Place:
Date: Signature of the Applicant

SPONSORSHIP

Certified that Mr/Mrs/Dr …………………………………….....
…………………………….is a permanent employee of this institution. He/she will be permitted to attend the course, if selected.

Place   Signature of Head of Institution
Date

(Office seal)

GOVERNMENT ENGINEERING COLLEGE TRICHUR

Short-Term Training Programme

on

E-GOVERNANCE

16th to 20th January 2017

Organized by

DEPARTMENT OF CHEMICAL ENGINEERING

Under the aegis of

FACULTY AND STAFF DEVELOPMENT TRAINING CENTRE

GOVERNMENT ENGINEERING COLLEGE, TRICHUR

THRISSUR KERALA-680 009

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