



KURIAKOSE ELIAS COLLEGE, MANNANAM

Mannanam P.O., Kottayam - 686561, Kerala, India

Affiliated to Mahatma Gandhi University, Kottayam | Reaccredited with A Grade by the NAAC



ADMINISTRATIVE TRAINING PROGRAMME

ON

“PROCUREMENT THROUGH GeM & OFFICE MANAGEMENT”

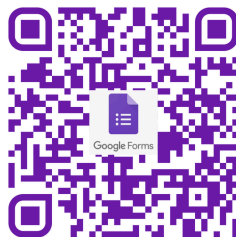
An IQAC initiative for Administrative Staff



24 & 25 April 2026

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Registration

fees:

Rs. 450/-



9447568601
9446863087

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Administrative Training Programme on "Procurement through GeM & Office Management"

24-04-2026

Registration: 9.00-9.30 am

9.30-10.00 am

Inauguration: Prof. (Dr.) Bloomy Joseph

Dy. Director of Collegiate Education, Kottayam

10.00 - 11.30 am

- Session 1: Procurement through Government e Marketplace (GeM) - Part 1

Resource Person: Sri. Vivek P.

GeM Trainer and Facilitator (Kerala and Lakshadweep)

11.45 - 1.00 pm

- Session 2: Procurement through Government e Marketplace (GeM) - Part 2

1.45 - 3.00 pm

- Session 3: Procurement through Government e Marketplace (GeM) - Part 3

3.15 - 4.30 pm

- Session 4: Procurement through Government e Marketplace (GeM) - Part 4

25-04-2026

9.30 - 11.00 am

- Session 5: PD Rules, Store Purchase Manual, Tender & Quotation Procedures

Resource Person: Sri. Babu M. P.

Senior Supt. (Retd.), Collegiate Education Dept., Govt. of Kerala

11.15 - 1.00 pm

- Session 6: Maintenance of Cashbook, Other Registers & Office administration

1.45 - 3.00 pm

- Session 7: Annual Stock Verification & Maintenance of Stock Registers

Resource Person: Sri. Shine K. S.

Senior Supt., Collegiate Education Dept., Govt. of Kerala

3.15 - 4.30 pm

- Session 8: E-Grants and Fees Rules, DCB Preparation & Duty Leave (TS)

Conveners

Sri. Joseph Dominic (Mob: 9447568601)

Sri. Robins George (Mob: 9446863087)

Prof. (Dr.) Ison V. Vanchipurackal

Principal