

# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

### **Report of the Workshop for Non-Teaching Staff of St. Xavier's, College Mahuadanr from 17<sup>th</sup> July to 21<sup>st</sup> July 2019**

The Internal Quality Assurance Cell (IQAC) organized a Five-Day workshop for the non-teaching staff of St. Xavier's College, Mahuadanr on “**Establishment rule, Service book and other records**” from 17<sup>th</sup> July to 21<sup>st</sup> July 2019

#### **Day 1:**

**July 17, 2019**

**Time: 2.00-4.00 pm**

**Topic: Introduction to Establishment Rules**

**Resource Person: Asst. Prof. John Vinod Kujur**

The workshop for the Non-teaching staff commenced on 17<sup>th</sup> July 2019, with a warm welcome extended to all the Non-teaching Associates by the Principal. The Resource person, Asst. Prof. John Vinod Kujur shared insights into the historical context and evolution of Establishment Rules. He clarified basic terminologies and their implications.

#### **Day 2:**

**July 18, 2019**

**Time: 2.00-4.00pm**

**Topic: Service Book Management**

**Resource Person: Asst. Prof. Zafar Aqubal**

The resource person with the objective to understand the significance of maintaining accurate and updated service records provided a detailed walkthrough of the service book components. He also demonstrated effective methods for maintaining and updating service records.

#### **Day 3:**

**July 19<sup>th</sup>, 2019**

**Time: 2.00-4.00 pm**

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**Topic: Records Digitization and Modernization**

**Resource Person: Asst. Prof. Amrit Minj**

Asst. Prof. Amrit Minj shared the success stories of organizations that transitioned to digital record-keeping. There was also a discussion about the potential challenges and solutions in the modernization process.

**Day 4:**

**July 20<sup>th</sup>, 2019**

**Time: 2.00-4.00 pm**

**Topic: Compliance and Auditing**

**Resource Person: Asst. Prof. Rose Alice Barla**

The resource person clarified the legal obligations associated with establishment rules and shared insights on preparing for and handling audits effectively.

**Day 5:**

**21st July 2019**

**Time: 2.00- 4.00 pm**

**Sharing of Participant Experiences and Open Forum for Questions**

**Resource person: Asst. Prof. John Vinod Kujur**

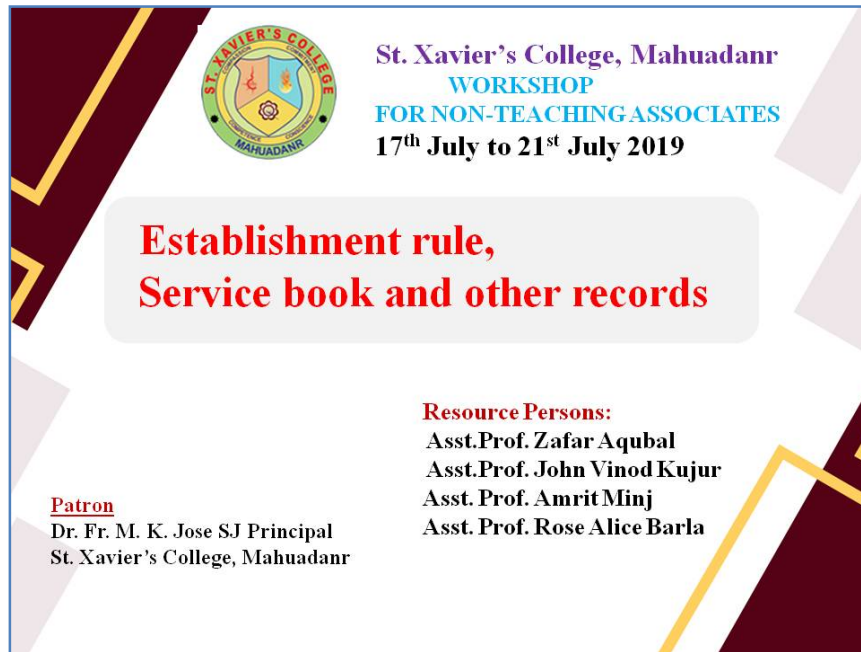
Asst. Prof. John Vinod Kujur encouraged the interaction and answered participants' queries and provided additional insights.

The five-day workshop provided participants with a comprehensive understanding of Establishment Rules, Service Book management, and modern record-keeping practices. The diverse range of topics covered ensured a holistic approach to the subject matter. Participants left with practical knowledge and insights to implement effective record-keeping strategies within their respective organizations.

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Brochure of the event:



**St. Xavier's College, Mahuadanr**  
**WORKSHOP**  
**FOR NON-TEACHING ASSOCIATES**  
**17<sup>th</sup> July to 21<sup>st</sup> July 2019**

**Establishment rule,  
Service book and other records**

**Resource Persons:**  
Asst. Prof. Zafar Aqbal  
Asst. Prof. John Vinod Kujur  
Asst. Prof. Amrit Minj  
Asst. Prof. Rose Alice Barla

**Patron**  
Dr. Fr. M. K. Jose SJ Principal  
St. Xavier's College, Mahuadanr

Photos:



# ST. XAVIER'S COLLEGE MAHUADANR

## Latehar-822119, Jharkhand







# ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC

AISHE-C-42763

ISO-9001:2015

Phone:08986638271/08987890754 Email:sxcmdanr@gmail.com website: www.sxcm.co.in

Name of the Program: *Establishment Rule, Service Book  
and Other Record.*

Date:- *17.07.2019 - 21.07.2019*

Academic Year:-2019-2020

S. No.	Name	Signature
1	Saroj Minj	<i>Saroj minj</i>
2	Prema Xalxo	<i>Prema Xalxo</i>
3	Neelam Tirkey	<i>Neelam Tirkey</i>
4	Ravindra Minj	<i>Ravindra Minj</i>
5	Binod Xalxo	<i>Binod Xalxo</i>
6	<b>Aruna Kujur</b>	<i>Aruna</i>
7	Dipika Kujur	<i>Dipika</i>
8	Suchit Paul Kujur	<i>Suchit Paul Kujur</i>
9	Ashok Deepak Kujur	<i>Ashok Deepak Kujur</i>
10	Marianus Kujur	<i>Marianus Kujur</i>



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11	Praveen Minj	
12	Jai Prakash Nagesia	
13	Vijay Birendra Tirkey	विजय बिरेंद्र तिरकी
14	Lorens Kujur	लॉरेन्स कुजूर
15	Xavier Ekka	जेवियर एका
16	Dilip Baxla	
17	Santosh Kujur	संतोष कुजूर
18	Anora Lakra	Anora Lakra
19	Sunita Nagesia	Sunita Nagesia
20	Christina Toppo	Toppo

Principal  
St.Xavier's College  
Mahuadaar

# St. Xavier's College, Mahuadanr

Affiliated to Nilamber-Pitamber University  
Accredited by NAAC, Recognized by UGC

## Staff Development Program

### Certificate

This is to certify that Mr./Ms./Mrs.

**Aruna Kujur**

has participated in Workshop for the Non-Teaching Staff on “Establishment Rule, Service Book and Other Records” organized by the Internal Quality Assurance Cell at St. Xavier's College, Mahuadanr, Latehar, Jharkhand, India, from 17<sup>th</sup> July to 21<sup>st</sup> July 2019.



**IQAC Coordinator**



**Principal**