

Report of the One-Day Training Programme entitled “Office Training and Management” organized by the IQAC, Lady Keane College, Shillong held on the 23rd March, 2022 in the College Seminar Hall.

The Resource Person of the training was Mr. L. W. Marwein, Retd. Audit Officer, Government of Meghalaya, Shillong.

The Resource Person trained the participants on the following topics:

1. Fixation of pay which encircled around topics – Promotion, Placement and Increment.
2. Modified Assured Career Progression Scheme.
3. Death-cum-Retirement Gratuity – formulation
4. Leave Accounts.

Outcomes:

1. The participants through discussion during the training observed a number of anomalies with regard to the fixation of pay for teachers. Therefore, there is a need for expert consultation from time to time.
2. Regarding fixation of pay (increment date), the participants came to the notice that the instruction given by DHTE does not match with the guidance given by the Resource Person.

Suggestions:

The IQAC requests the office of the Principal to kindly pursue the matter (Sl. No. 2 of the outcomes) with the Directorate of Local Fund Audit at the earliest so as to avoid any difficulty which the teachers may face in the future.

Dr. K. Makdoh