



**UNITED INSTITUTE OF TECHNOLOGY**  
(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)  
(Certified by ISO 9001:2015)  
Periyanaickanpalayam, Coimbatore – 641020  
[www.uit.ac.in](http://www.uit.ac.in)

## **Administrative training programme**

**(2021-2022)**





# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

(Certified by ISO 9001:2015)

Periyanaickenpalayam, Coimbatore – 641020

www.uit.ac.in

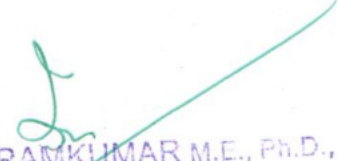
## Report on Administrative Procedures & Policies

Administrative procedures are a set or system of rules that govern the procedures for managing an organization. These procedures are meant to establish efficiency, consistency, responsibility, and accountability. Administrative procedures are important because they provide an objective set of rules by which an organization is governed. They also help establish the legitimacy of management action by ensuring the application of management rules and decisions is done in an objective, fair, and consistent manner. Finally, they help ensure that managers are held accountable for decisions that deviate from the procedures.

Let's start by addressing administrative procedures in private organizations, such as businesses and non-profits. As we have already noted, administrative procedures are implemented as a set of rules for making decisions regarding key management functions. These rules are objective and usually written in order to ensure consistency and fairness. A perfect example of a set of administrative procedures is the rules, policies and procedures outlined in your typical employee handbook or manual. The typical handbook will outline such procedures as requests for vacation time, sick leave, dress code, company holidays, and grievance procedures. There will usually be a set of administrative procedures that are for the sole use of management, such as procedures governing hiring, firing promotion, and budgeting, just to name a few. You should keep in mind that administrative procedures are formal rules enacted by the organization. Informal rules that you or your co-workers may create for your own use are not administrative procedures. For example, just because you and your co-workers have a rule that everyone is entitled to one doughnut on doughnut day doesn't make the rule an administrative rule.

**Duration of the Programme:** The event lasted One day. This is in keeping with the time constraints of the Non-Teaching staff members.

**Participants:** The participants included the Non-Teaching staff of UIT.

  
Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20



# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
(Certified by ISO 9001:2015)

Periyanaickenpalayam, Coimbatore – 641020

www.uit.ac.in

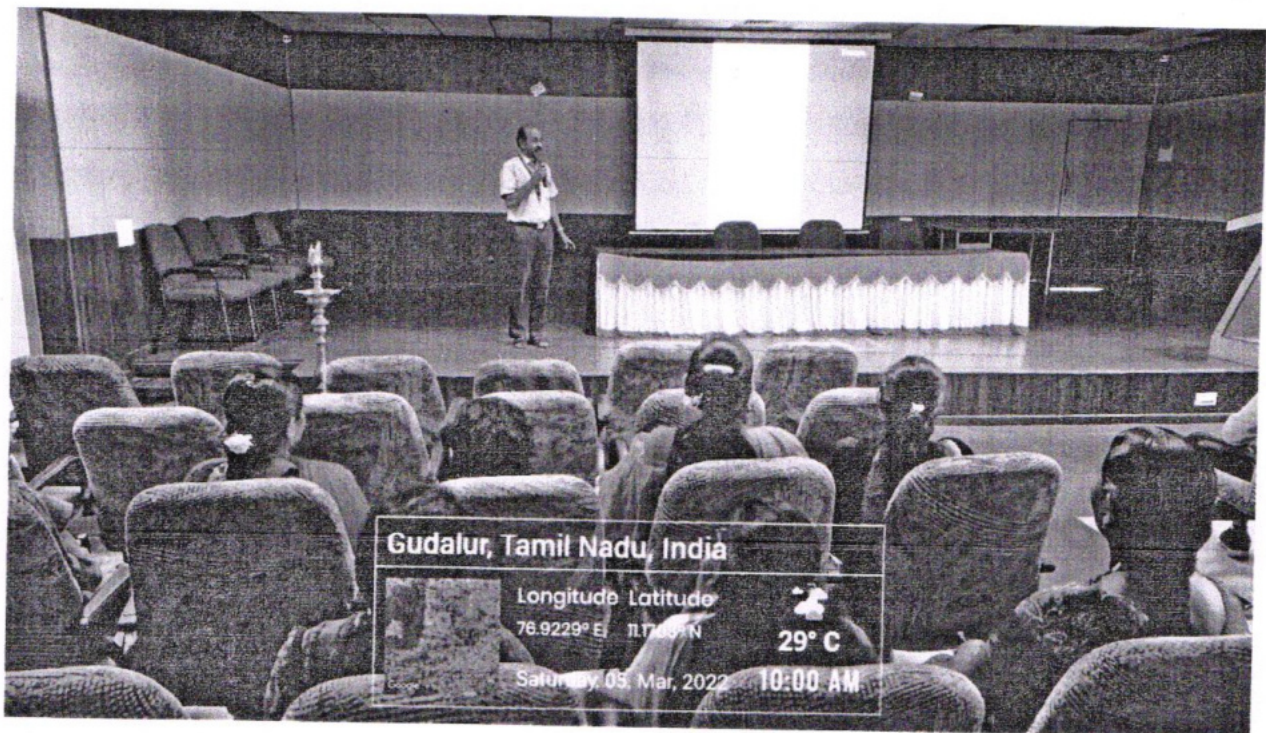
**Resource Persons:** The programme was more hands-on and practise-oriented. The program's resource people were from UIT. Dr M Kannan, Head/S&H was the resource persons for the programme.

**Mode:** The programme was conducted in face to face mode.

**Date:** The event took place on March 05, 2022.

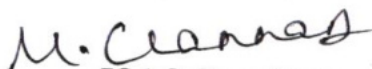
**Venue:** The programme was organized in the Seminar Hall.

**Event coordinator:** Mrs. R.Sunil Kumar, AP/ Mech,



**Non-Teaching Staff's participated in Administrative Procedures & Policies.**

  
Event Coordinator

  
IQAC Coordinator

  
Principal

  
Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20



# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)

(Certified by ISO 9001:2015)

Periyanaickenpalayam, Coimbatore – 641020

www.uit.ac.in

UITQP /2021-2022/02.

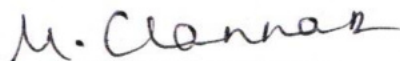
CIRCULAR

04.03.2022

This is to inform that IQAC Cell of United Institute of Technology is organising a Programme on “**Administrative Procedures & Policies**” for the non-teaching Staff members on March 05, 2022. The session will be handled by Dr M Kannan, Head/S&H; all the faculties are requested to attend the session.

Venue: Seminar Hall

Time: 10 a.m.

  
IQAC Coordinator

  
Principal

To  
All HODs to inform all faculty members

Copy to:  
The Chairman for kind information.  
File.

  
Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20



Learn Research  
Innovate

# UNITED INSTITUTE OF TECHNOLOGY

Periyanaickenpalayam, Coimbatore 641020

*IQAC Cell in association with*

**Department of Mechanical Engineering**

**Organize**



**One Day Training Programme On  
Administrative Procedures & Policies**

**On**

**05-03-2022**

**Resource Person**

**DR. M. KANNAN**

**Professor**

**United Institute of Technology**

Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL

United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20



# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
(Certified by ISO 9001:2015)

Periyanaickenpalayam, Coimbatore - 641020

www.uit.ac.in

## Attendance Sheet

Programme Name: Administrative Procedures & Policies

Date: 05-03-2022

Venue : Seminar Hall

S.NO	NAME OF THE NON TEACHING STAFF	SIGNATURE
1.	Mr. PRABHU M	
2.	Mr. RAVICHANDARAN R	
3.	Mr. MURALIKRISHNAN G	
4.	Mrs. RENUKADEVI L	
5.	Mrs. SASIKALA R	
6.	Mr. SUGANYA M	
7.	Mr. NARENDIRAN	
8.	Mrs. ANITHA V	
9.	Mrs G.GAYATHRI	
10.	Mr.N.THANGARAJ	
11.	Mrs.R.DHARSHANA	
12.	Mrs.M.SAGUNTHALA	
13.	Mrs.S.MANJULA DEVI	
14.	Mrs.M.KRISHNA VENI	
15.	Mr.S.GIRI PRASANTH	
16.	M.KISHORE KUMAR	
17.	Mrs.C.ARTHI	
18.	Mr.A.HARRISON	

Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20



# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

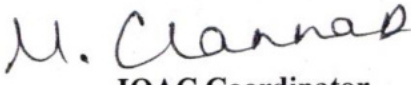
(Certified by ISO 9001:2015)

Periyanaickenpalayam, Coimbatore – 641020


www.uit.ac.in

19.	B.SIDDARAJU	AB
20.	A.KEERTHANA	AB
21.	D.SUMITHRA	DBL
22.	D.VIVEK	D.Vivek
23.	M.KAMAL	M.Kamal

  
Event Coordinator

  
IQAC Coordinator

  
Principal

  
Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20



# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, NewDelhi and Affiliated to Anna University, Chennai)  
(Certified by ISO 9001:2015)

Periyanaickenpalayam, Coimbatore - 641020

www.uit.ac.in

Date: 05-03-2022

## FEEDBACK FORM

Programme Name: Administrative Procedures & Policies

Venue : Seminar Hall

Participant Name: KISHORE KUMAR.M

Designation: LAB ASSISTANT

Feedback about the programme:

Excellent  Very good  Good  Moderate  Fair

Any comments and suggestions for further improvements: -

\* clearly explained procedures & policies of Administration.

Signature of the Participant

Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20





# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
(Certified by ISO 9001:2015)

Periyanaickenpalayam, Coimbatore – 641020

www.uit.ac.in

Date: 05-03-2022

## FEEDBACK FORM

Programme Name: Administrative Procedures & Policies

Venue : Seminar Hall

Participant Name: ARTHI.C

Designation: LAB TECHNICIAN

Feedback about the programme:

Excellent  Very good  Good  Moderate  Fair

Any comments and suggestions for further improvements: -

Procedure will be clear.

Signature of the Participant

Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL

United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20



Learn Research  
Innovate

# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Anna University, Chennai.)

Periyanaickenpalayam, Coimbatore - 641 020.

[www.uit.ac.in](http://www.uit.ac.in)

## CERTIFICATE OF PARTICIPATION

This is to certify that **Mr. M. KISHORE KUMAR** has participated in one-day training programme on **ADMINISTRATIVE PROCEDURES & POLICIES** which was conducted by IQAC Cell in association with Department of Mechanical and Engineering on 05.03.2022 at United Institute of Technology, Coimbatore.

Mr.R. Sunil Kumar  
Event Coordinator

Dr. M. Kannan  
IQAC, Coordinator

Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL

United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20

Dr. S. Ramkumar  
Principal



Learn Research  
Innovate

# UNITED INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Anna University, Chennai.)

Periyanaickenpalayam, Coimbatore - 641 020.

[www.uit.ac.in](http://www.uit.ac.in)

## CERTIFICATE OF PARTICIPATION

This is to certify that **Mr. M. KAMAL** has participated in one-day training programme on **ADMINISTRATIVE PROCEDURES & POLICIES** which was conducted by IQAC Cell in association with Department of Mechanical Engineering on 05.03.2022 at United Institute of Technology, Coimbatore.

Mr.R. Sunil Kumar  
Event Coordinator

Dr. M. Kannan  
IQAC, Coordinator

Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20

Dr. S. Ramkumar  
Principal