



**Institute of Human Resources Development  
Chackai, Thiruvananthapuram-24**

**PROCEEDINGS**

IHRD – Conducting of one day workshop on 11.11.2022 at College of Engineering, Chengannur to all heads of institutions under IHRD – Dr. Smitha Dharan is nominated as co-ordinator for the workshop – sanction accorded – Orders issued

*No.EA2/8660/2021/IHRD*

*Dated, Thiruvananthapuram, 5<sup>th</sup> November 2022*

**ORDER**

In order to enhance the administrative as well as academic skills of all heads of institutions, it has been decided to conduct one day workshop on 11.11.2022 in the College of Engineering, Chengannur. For the effective conduct of the workshop, the following orders are issued.

1. Dr. Smitha Dharan, Principal, College of Engineering, Chengannur is nominated as Co-ordinator for the conduct of workshop at College of Engineering, Chengannur after observing all formalities in force.
2. Sanction is accorded to the Principal, Model Engineering College, Ernakulam to allot sufficient fund from the FDP to the Principal, College of Engineering, Chengannur on her request.
3. Sanction is also accorded to all heads of institutions to attend the workshop at College of Engineering, Chengannur on 11.11.2022 at 10.00 am without fail.
4. The heads of institutions shall arrange proper substitute in their respective institutions on 11.11.2022.

*Sd/-*  
**Dr. P. Suresh Kumar**  
**DIRECTOR**

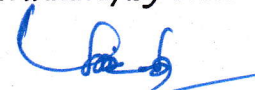
**To:-**

*Dr. Smitha Dharan, Principal, College of Engineering, Chengannur*

**Copy to:-**

1. *The Principal, College of Engineering, Chengannur*
2. *The Principal, Model Engineering College, Ernakulam*
3. *All heads of associate institution*
4. *Additional Director*
5. *Administrative Officer*
6. *Finance Officer*
7. *Senior Superintendent(Academic)*
8. *SF*
9. *OC*

**Forwarded/By Order**

  
**Senior Superintendent**