





Workshop on Administrative Practices and Procedures

On completion of the training, the young officer has to work harmoniously with all wings of the organisation, remaining within the framework of all the rules and regulations of the government. With an aim of ensuring that the trainees are able to put their best foot forward and execute the assigned tasks in this regard as well, a two day workshop on 'Administrative Procedures' is conducted at the end of their training programme. The list of topics is given below:

- 1 Organizational set up of DAE
- 2 Research and Development under Government
- 3 Career Development and Growth
- 4 General Overview of Service Conditions
- 5 Hierarchy and Governance
- 6 Project Management
- 7 Financial Management in Government
- 8 An overview of contributory health services Scheme
- 9 An overview of various entitlements to Govt. Servant

Matters concerning the conduct of personal affairs involving entitlements, perks, leave, health services, management of finances etc are also presented to the trainees in this workshop, to facilitate a quick integration into the system within the parameters of official conduct and regulations.

Workshop on Nuclear Security

The need for awareness on aspects of nuclear safety and security in DAE is of paramount importance for all employees of the organization. Effective nuclear safety and security culture is characterized by compliance with rules, regulations and procedures, and also constant vigilance and a proactive questioning attitude on the part of all personnel. In an attempt to ensure the above and ingrain a sense of nuclear safety and security amongst the young trainees, a one day workshop on Nuclear Security was conducted for the benefit of the young trainees. The list of topics is given below:

- 1 Nuclear Security Culture
- 2 Physical Security National and International Perspective
- 3 Radiological Security An Overview
- 4 Cyber Security
- 5 Online Security Procedures and Systems

1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years (10)
1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above (10)

			Year -1			
						Number of
*			No. of times		Number of	Students
Name of the value added	Course		offered		students	completing the
courses (with 30 or more	Code (if	Year of	during the	Duration	enrolled in	course in the
contact hours)offered	any)	offering	same year	of course	the year	year
Soft Skills Workshop -	u.,,,	on en ing	Julius you.		7	/
Executive Excellence						
The state of the control of the state of the		2014	1	2 4	1.40	1.42
Program		2014	1	3 days	142 -	142
Workshop on						
Administrative Practices &						
procedures & Nuclear			- 100			
Security		2014	1	3 days	142	142
Theory of Pressure Vessel	MG-01	2014	1	35 hrs	49	17
Design	MG 01	2011		55 1115		
			Year 2			In I
			Na at N		Numah - :: -f	Number of
			No. of times		Number of	Students
Name of the value added	Course		offered		students	completing the
courses (with 30 or more	Code (if	Year of	during the	Duration	enrolled in	course in the
contact hours)offered	any)	offering	same year	of course	the year	year
Executive Excellence						
Program (Soft Skills)		2015	1	3 days	142	142
Workshop on						
Administrative Practices &		51				
procedures & Nuclear						
Security		2015	1	3 days	141	141
			Year 3			
		T			T .	Number of
			No. of times		Number of	Students
Name of the value added	Course		offered		students	completing the
courses (with 30 or more	Code (if	Year of	during the	Duration	enrolled in	course in the
contact hours)offered	any)		1			
Executive Excellence		offering	same year	of course	the year	year
III VECTURE EXCEDENCE	,,	offering	same year	of course	the year	year
	,				_	
Program (Soft Skills)	,,	offering 2016	same year	of course 3 days	the year	year 124
Program (Soft Skills) Workshop on	,,				_	
Program (Soft Skills) Workshop on Administrative Practices &					_	
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear		2016	1	3 days	124	124
Program (Soft Skills) Workshop on Administrative Practices &			1		_	
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear	j, j	2016	1	3 days	124	124
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear		2016	1 1 Year 4	3 days	124	124 124
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear Security		2016	1 Year 4 No. of times	3 days	124 124 Number of	124 124 Number of Students
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear Security Name of the value added	Course	2016	1 Year 4 No. of times offered	3 days	124 124 Number of students	124 124 Number of Students completing the
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear Security Name of the value added courses (with 30 or more	Course Code (if	2016 2016 Year of	1 Year 4 No. of times offered during the	3 days 3 days	124 Number of students enrolled in	124 Number of Students completing the course in the
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear Security Name of the value added courses (with 30 or more contact hours) offered	Course	2016	1 Year 4 No. of times offered	3 days	124 Number of students enrolled in	124 124 Number of Students completing the
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear Security Name of the value added courses (with 30 or more contact hours) offered Executive Excellence	Course Code (if	2016 2016 Year of offering	1 Year 4 No. of times offered during the	3 days 3 days Duration of course	124 Number of students enrolled in the year	124 Number of Students completing the course in the year
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear Security Name of the value added courses (with 30 or more contact hours) offered Executive Excellence Program (Soft Skills)	Course Code (if	2016 2016 Year of	1 Year 4 No. of times offered during the	3 days 3 days	124 Number of students enrolled in	124 Number of Students completing the course in the
Program (Soft Skills) Workshop on Administrative Practices & procedures & Nuclear Security Name of the value added courses (with 30 or more contact hours) offered Executive Excellence	Course Code (if	2016 2016 Year of offering	1 Year 4 No. of times offered during the same year	3 days 3 days Duration of course	124 Number of students enrolled in the year	124 Number of Students completing the course in the year
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Name of the value added courses (with 30 or more contact hours)offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Executive Excellence Program (Soft Skills)		2018	1	3 days	79	79
Workshop on Administrative Practices & procedures & Nuclear		2018		3 days	17	79
Security			1	3 days	74	74

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