



### **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						
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
Soft Skills Workshop - Executive Excellence Program		2014	1	3 days	142	142
Workshop on Administrative Practices & procedures & Nuclear Security		2014	1	3 days	142	142
Theory of Pressure Vessel Design	MG-01	2014	1	35 hrs	49	17
Year 2						
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)		2015	1	3 days	142	142
Workshop on Administrative Practices & procedures & Nuclear Security		2015	1	3 days	141	141
Year 3						
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)		2016	1	3 days	124	124
Workshop on Administrative Practices & procedures & Nuclear Security		2016	1	3 days	124	124
Year 4						
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)		2017	1	3 days	72	72
Workshop on Administrative Practices & procedures & Nuclear Security		2017	1	3 days	65	65
Year 5						

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Executive Excellence Program (Soft Skills)		2018	1	3 days	79	79
Workshop on Administrative Practices & procedures & Nuclear Security		2018	1	3 days	74	74

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