



**Workshops on**

**Conduct Rules, CCS (CCA) Rules 1965  
and**

**Internal & External Audit  
in Educational Institutes**

**[January 03, 2025 (Friday)]**

**CENTRAL CIVIL  
SERVICES(CCS)  
CONDUCT RULES**

**AUDIT**

**भारतीय प्रौद्योगिकी संस्थान,  
कानपुर**

**INDIAN INSTITUTE OF TECHNOLOGY,  
KANPUR**

**कर्मचारी प्रशिक्षण इकाई**

## Workshops on 03.01.2025

### Organized by Staff Training Unit IIT KANPUR.

S. No.	Topic	Time	Speaker
Reporting Time 09.30 A.M.			
1.	Conduct Rules, CCS (CCA) Rules 1965	10.00 A.M. to 12.30 P.M.	Shri. Vishwa Ranjan Registrar, IIT Kanpur
2.	Internal and External Audit in Educational Institutes	3.00 P.M. to 05.30 P.M.	Shri. Manoj Kumar, Deputy Registrar, (Internal Audit), IIT Kanpur

### SCOPE OF THE WORKSHOPS

#### **Workshop on Conduct Rules, CCS (CCA) Rules 1965**

Workshop will be interactive in nature. All the important conduct rules which affect the professional and personal life will be covered with suitable examples and case laws related thereto. Besides the procedure for conducting departmental enquiries will also be explained.

Shri. Vishwa Ranjan, Registrar, IIT Kanpur has wide experience in Administration and held important positions in Institutes of national importance like IIT, IIM etc. and is consulted by other Institutes on various administrative and disciplinary matters. He is also the member of Finance Committee of NIPER Hajipur and RGNAU, Fursat Ganj, Amethi.

#### **Internal and External Audit in Educational Institutes**

The workshop will be interactive in nature. All the aspects relating to internal and external audit will be covered with practical examples wherever required. Problems faced by the institutes and resolution of the same with CAG and AG will also be discussed. Anxiety related to audits, handling of the same, understanding the objectives of audit are some of the areas which will be discussed in an interactive mode.

The said workshop will ensure that the organization's management and operations are aligned with the strategic objectives and comply with relevant regulations.

Shri. Manoj Kumar, Deputy Registrar, Internal Audit, IIT Kanpur has wide experience in administrative departments and various audits. He successfully got audits conducted in other areas like RTI etc. His hands on experience in various sections along with audit section will prove useful to the participants in discharging their role in their Institutes.

### VENUE

The program will be conducted in **LH-05, Lecture Hall Complex, IIT Kanpur.**

### PARTICIPATION FEES

₹6000 (Six thousand per participant) plus GST 18%= ₹7080. (Seven thousand and Eighty only).

#### ***For Online Payment (through Net Banking):-***

<https://iitk.ac.in/stu/assets/data/Institute-Main-Account-Details-12-12-2024.pdf>

#### ***For Offline Payment (by Demand Draft):-***

Demand Draft may be issued in favour of "The Registrar, IIT Kanpur" payable at Kanpur. ***The participants are advised to deposit the Demand Draft on the day they report to the workshop.***

### ACCOMMODATION

The participant will have to apply for accommodation at Visitors Hostel, IIT Kanpur (vh\_office@iitk.ac.in) on payment basis. High Tea and Lunch will be provided on the Day of workshop.

### LAST DATE FOR NOMINATION

Google form need to be filled up **on or before 11.00A.M. of 26.12.2024.** Google link given below:

<https://forms.gle/y42ZJYM7GKJYGBbB9>

### CERTIFICATE OF PARTICIPATION

A certificate of participation will be presented to the participant at the end of the workshop.

**Please visit: <https://iitk.ac.in/stu/>**