



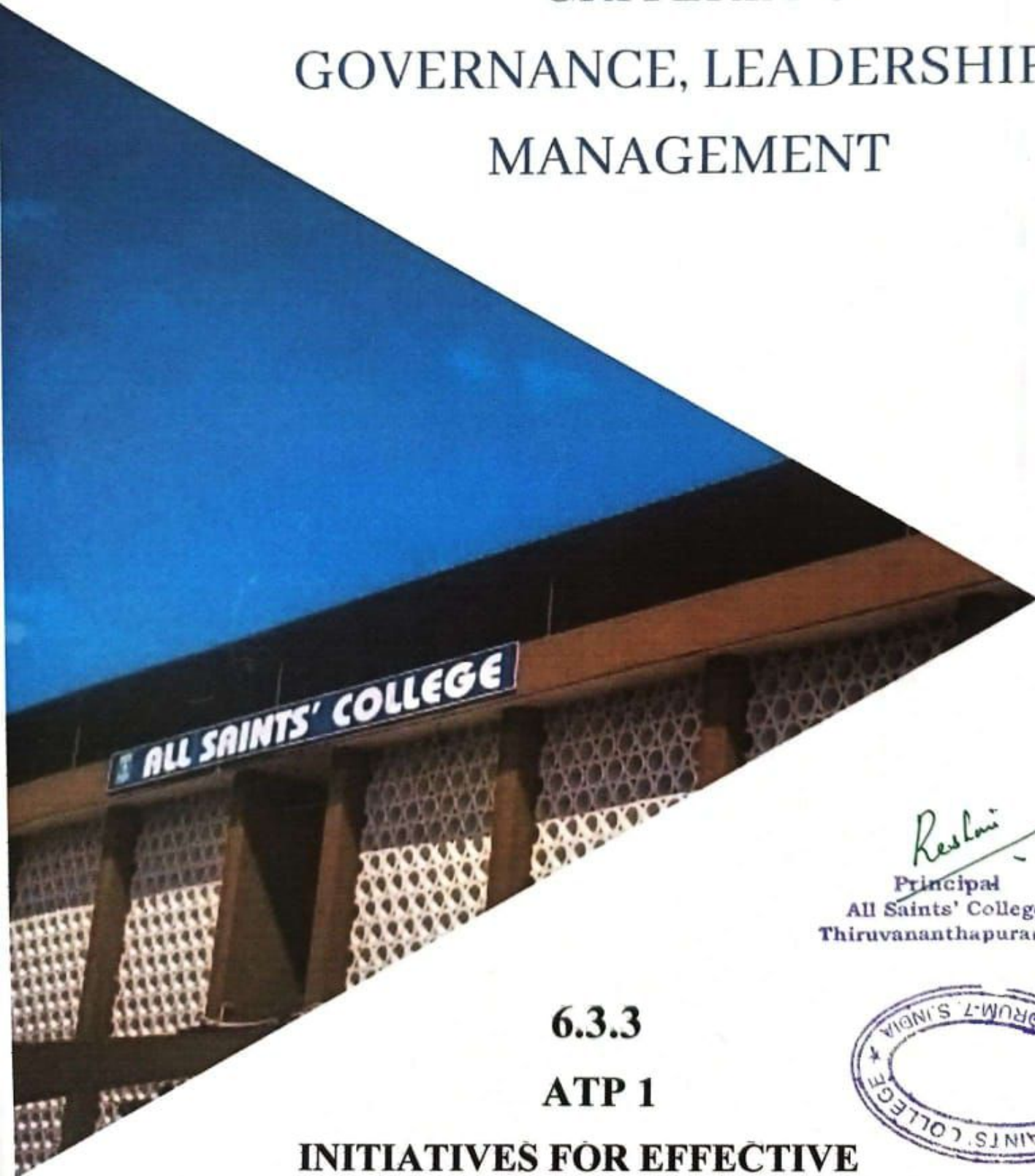
ALL SAINTS' COLLEGE

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CRITERIA-6

GOVERNANCE, LEADERSHIP & MANAGEMENT



Reshmi

Principal
All Saints' College
Thiruvananthapuram.

6.3.3

ATP 1

**INITIATIVES FOR EFFECTIVE
ADMINISTRATION**



THE LANCET CHAIRS
TRINITY HALL, ST. JOHN'S COLLEGE
CAMBRIDGE

LECTURE ON THE HISTORY OF THE
LAW

PROFESSOR OF THE HISTORY OF THE
LAW

Organized by JACQUES CHIFFOLEAU

Date: 15.02.2012 at 10 AM

Venue: Auditorium

BROCHURE



**ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM**

RE-ACCREDITED WITH 'A' GRADE

PROFESSIONAL DEVELOPMENT PROGRAM
ON
INITIATIVES FOR EFFECTIVE ADMINISTRATION
(FOR NON- TEACHING STAFF)

Organized by IQAC, All Saints' College

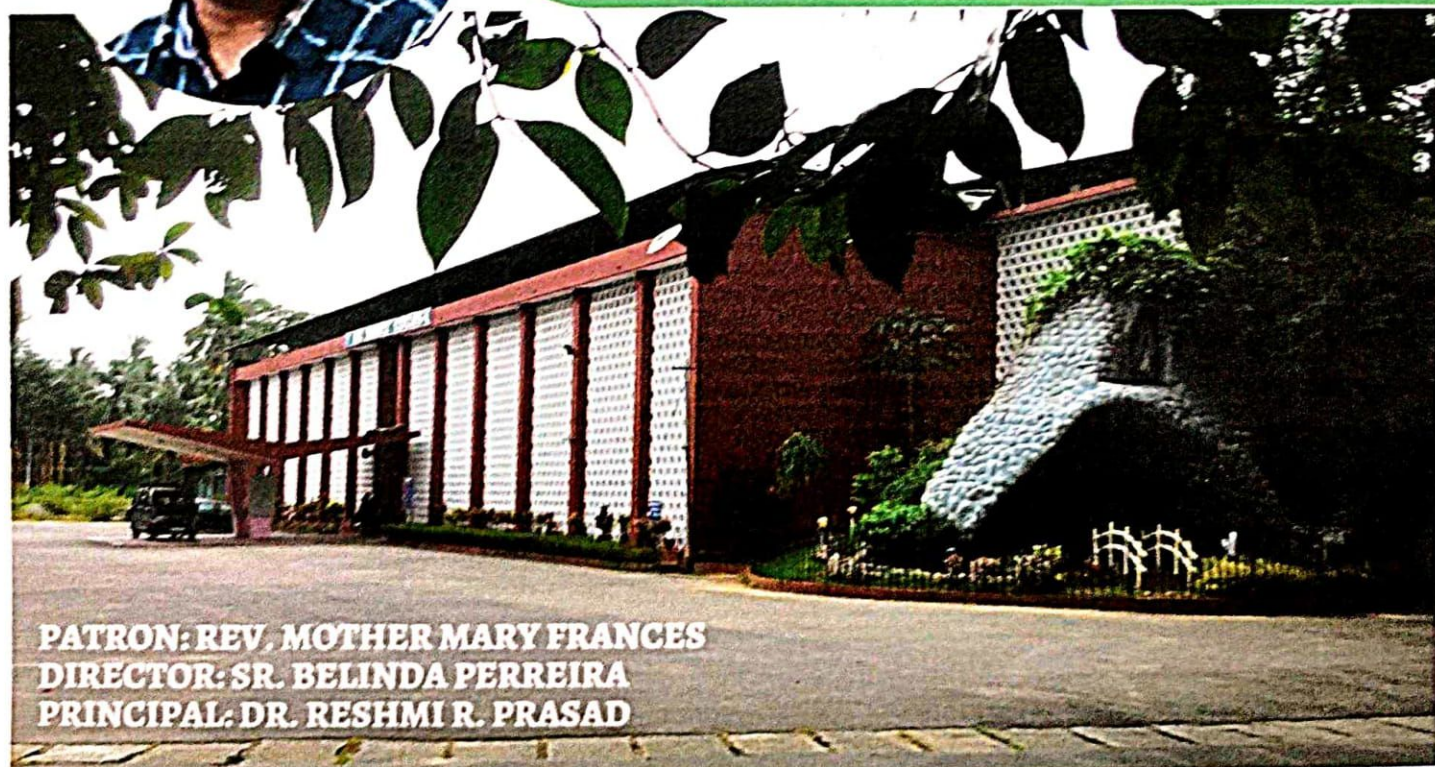
Date :11.02.2022 @ 10 AM

Venue: Audio -Visual Room



MR. SABEEN GOVIND PV

**ASSISTANT PROFESSOR,
DEPT. OF COMPUTER SCIENCE,
RAJAGIRI COLLEGE OF SOCIAL SCIENCES**



**PATRON: REV. MOTHER MARY FRANCES
DIRECTOR: SR. BELINDA PERREIRA
PRINCIPAL: DR. RESHMI R. PRASAD**

REPORT

ATP: 'Initiatives for Effective Administration'

(11.02.2022)

Organized by IQAC, All Saints' College

An administrative Training Programme on 'Initiatives for Effective Administration' was conducted for the office staff by Mr. Sabin Govind (Assistant Professor, Rajagiri College of Social Sciences) on 11.02.2022 from 10am to 1pm in the Audio-Visual room. 11 administrative staff members attended the programme. The welcome address was given by the Superintendent, Smt. Latha Varghese.

The first session of the talk was from 10 am to 11.30 am. The major advantages of automation, i.e. performing tasks that are beyond human capabilities and reduction in the operation time were highlighted by the speaker. Types of functions integrated by office automation were also discussed in a lucid and concise manner. The thrust area of the talk was on the different categories of office application-Document management systems, Message handling system and the Teleconferencing system. The core objective of administrative management is to create a formal structure that facilitates success for a particular business or organization. Administrative management employees create a hierarchy of authority, decide on their key functions, assign the different areas of responsibilities and divide labor across the company's departments.

The second session commenced at 11.45 am. The talk mainly stressed on the pros and cons of the office automation system. Although the system can help accomplish tasks faster, eliminates the need for a larger staff and needs less storage space it also has certain limitations. Mr. Sebin spoke about the practical difficulty encountered by the staff while using the system. A lot of older staff find it harder to adjust to the new technology and the cost of maintenance of certain equipment is very high. The talk concluded with a Q&A session. All the participants actively took part in the discussion and there were questions related to Reprographics, Audio Teleconferencing and Computer Conferencing. The session ended with a Vote of Thanks by the Senior Clerk, Smt. S. Rema Devi. The talk was highly beneficial for the staff and aided in imparting a sound knowledge

Reshmi
Principal
All Saints' College
Thiruvananthapuram-7

about digitally creating, collecting, storing and transmitting office information using computer machinery and software.



Reshma
Principal
All Saints' College
Thiruvananthapuram-7

ATTENDANCE STATEMENT



Reshmi
Principal
All Saints' College
Thiruvananthapuram-7

CERTIFICATES



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This Certifies that

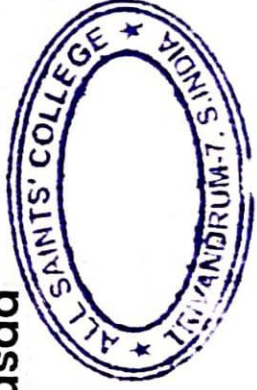
Deepthi

Clerk

attended and completed the ATP on '**Initiatives for effective administration**' conducted by IQAC, All Saints' College on
11.02.2022


Dr. Reshmi R. Prasad

Principal




Dr. Anjana P.S.

IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This Certifies that

Marykutty

Lab Assistant

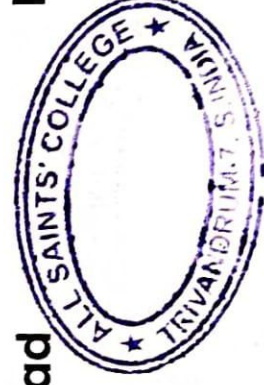
attended and completed the ATP on '**Initiatives for effective administration**' conducted by IQAC, All Saints' College on
11.02.2022



Dr. Reshmi R. Prasad
Principal



Dr. Anjana P.S.
IQAC Coordinator





ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This Certifies that

Rema devi S

Clerk

attended and completed the ATP on '**Initiatives for effective administration**' conducted by IQAC, All Saints' College on
11.02.2022

Reshmi

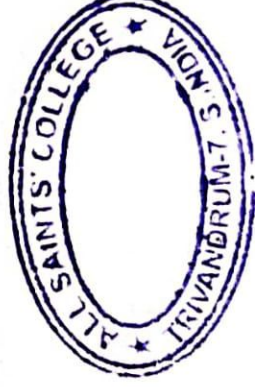
Dr. Reshmi R. Prasad

Principal

Anjana

Dr. Anjana P.S.

IQAC Coordinator





ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This Certifies that

Minimol Jacob

Lab Assistant

attended and completed the ATP on '**Initiatives for effective administration**' conducted by IQAC, All Saints' College on
11.02.2022



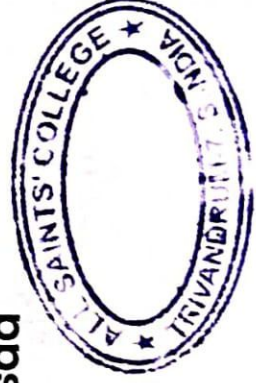
Dr. Reshmi R. Prasad

Principal



Dr. Anjana P.S.

IQAC Coordinator





ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This Certifies that

Latha Varghese

Superintendent

attended and completed the ATP on '**Initiatives for effective administration**' conducted by IQAC, All Saints' College on

11.02.2022

Reshmi

Dr. Reshmi R. Prasad

Principal

Anjana P.S.

Dr. Anjana P.S.

IQAC Coordinator



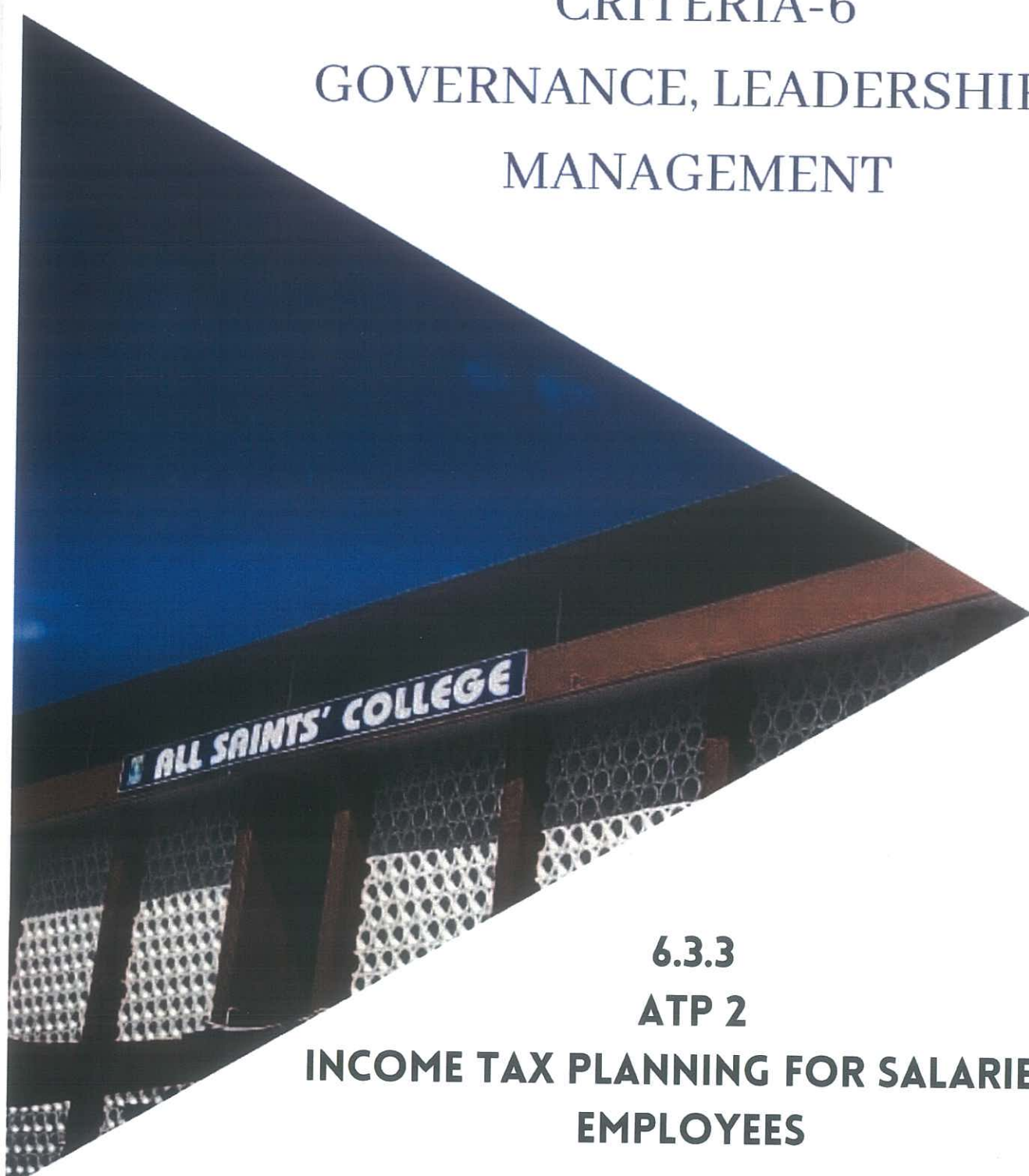


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CRITERIA-6 GOVERNANCE, LEADERSHIP & MANAGEMENT



6.3.3

ATP 2

**INCOME TAX PLANNING FOR SALARIED
EMPLOYEES**

BROCHURE



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

Accredited by NACC with 'A' Grade

ADMINISTRATIVE TRAINING PROGRAMME ON

'INCOME TAX PLANNING FOR SALARIED EMPLOYEES'

01/11/2021

11.00 AM – 1.00 PM

TAX PLANNING

RESOURCE PERSON

DR. LISSY BENNET

ASSISTANT PROFESSOR

DEPT. OF COMMERCE, ALL SAINTS' COLLEGE

Patron

Rev, Mother Mary Frances

Principal

Dr. Reshmi R Prasad

IQAC Coordinator:

Dr. Anjana P.S.

IQAC Committee

Dr. Srilekha Nair

Ms. Shirly Joseph

Dr. Sunita Kurur

Dr. Siny Benjamin

Dr. Sonya J Nair

Dr. Reshma J K

Ms. Divya Grace Dilip

Ms. Sapna Srinivas

REPORT

ATP: 'INCOME TAX PLANNING FOR SALARIED EMPLOYEES'

(1 November, 2021)

Organized by IQAC, All Saints' College

The administrative training programme on 'Income Tax Planning' for salaried employees was held on 1st November 2021. This was a two-hour session conducted by Dr. Lissy Bennet, Assistant Professor of Commerce, All Saints' College, Trivandrum. The session began at 10:30 am and lasted till 12:30 pm.

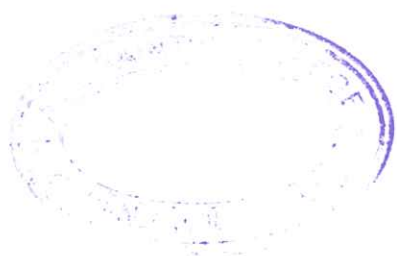
The speaker began the session by giving a brief introduction on 'Income' and the various sources of income, which included income from salary, income from House Property, Profit and Gains of Business or Profession, Capital Gain and Income from other sources and thereby starting on how the total income is calculated.

Then she moved on to discuss 'Tax Planning.' She defined tax planning as the analysis of one's financial situation from a tax efficiency point of view so as to plan one's finances in the most optimized manner. She explained that financial planning or tax planning aims to reduce one's tax liabilities and utilize tax exemptions, tax rebates, tax relief and deductions as much as possible.

She added that while tax planning is a legal way of reducing income tax liabilities, caution has to be maintained to ensure that the taxpayer does not unknowingly indulge in tax evasion or tax avoidance. According to her, even though there are many tax saving practices like avoidance, evasion and planning, tax planning is the only legal manner of reducing one's tax liabilities.

The various methods of tax planning, which included short-range, long-term, permissive and purposive were explained. She stressed that the government offered different opportunities to save on taxes with the intention of reducing tax burden on a taxpayer through legal income tax planning methods.

She concluded the session by mentioning the steps that are required for tax planning, taking advantage of the components of your salary, investment in deductible options and tax filing. A Q&A session was held wherein all the participants clarified their doubts. The programme came to an end with a positive-feedback from all the participants.



Shij-PS
IQAC CO-ORDINATOR
ALL SAINTS' COLLEGE
TRIVANDRUM

ATTENDANCE STATEMENT

Administrative Training Programme
on 'Income Tax Planning for Salaried Employees'
(1-11-2021)

Attendance Sheet

1. Latha Varghese
2. Deepthi
3. Sr. Jessy Thomas
4. Sr. Tresa A.J
5. Sr. Sheeba N.A. (Supdt)
6. Remadevis
7. Shaji J (Mechanic)
8. Marykutty
9. Bindhu

John

Deepthi

Sr. Jessy T

Tresa A.J

Sheeba

Remadevis

Shaji J

Marykutty

Bindhu

Reshmi
Principal
All Saints' College
Thiruvananthapuram-7



CERTIFICATES



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Sr. Tresa A J

L.D.C

attended and completed the ATP on '**Income Tax Planning for Salaried Employees**' conducted by the IQAC, All Saints' College on 01/11/2021

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Smt. Deepthi V
L.D.C

attended and completed the ATP on '**Income Tax**
Planning for Salaried Employees' conducted by
the IQAC, All Saints' College on 01/11/2021

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Smt. Latha Varghese

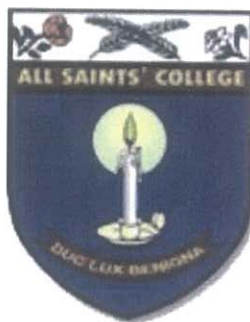
L.D.C

*attended and completed the ATP on 'Income Tax
Planning for Salaried Employees' conducted by
the IQAC, All Saints' College on 01/11/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Sr. Jessy Thomas

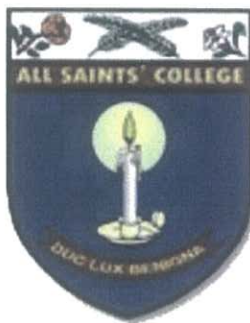
L.D.C

*attended and completed the ATP on '**Income Tax Planning for Salaried Employees**' conducted by the IQAC, All Saints' College on 01/11/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Smt. S Rema Devi

L.D.C

*attended and completed the ATP on 'Income Tax
Planning for Salaried Employees' conducted by
the IQAC, All Saints' College on 01/11/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



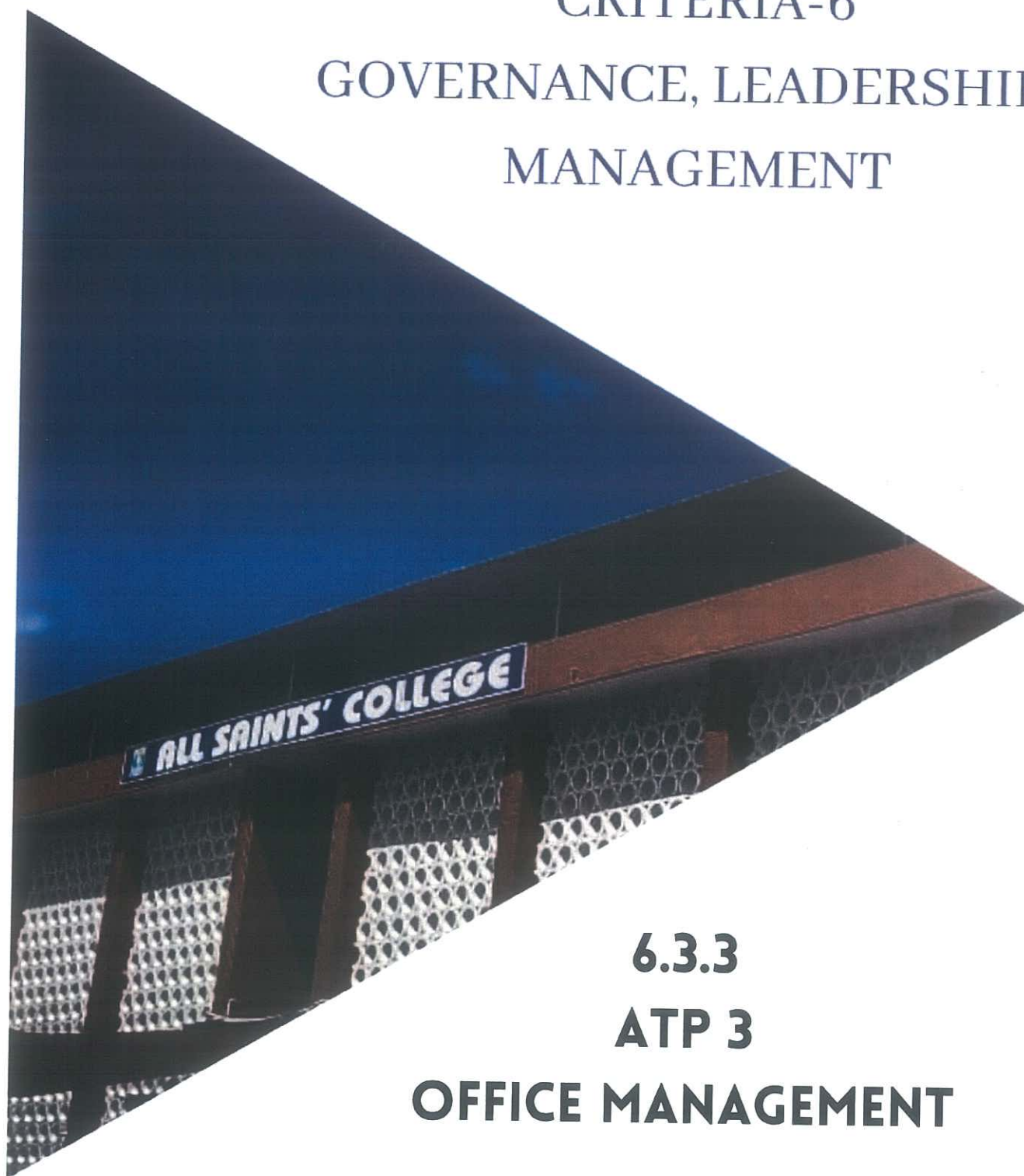
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CRITERIA-6

GOVERNANCE, LEADERSHIP & MANAGEMENT



6.3.3

ATP 3

OFFICE MANAGEMENT

BROCHURE



All Saints' College

THIRUVANANTHAPURAM

Accredited by NAAC with 'A' Grade

PRINCIPAL: DR. RESHMI R PRASAD

PATRON: REV. MOTHER MARY FRANCES

IQAC COORDINATOR: DR. ANJANA P S

ORGANISING COMMITTEE

Dr. Srilekha Nair

Ms. Shirly Joseph

Dr. Sunita Kurur

Dr. Siny Benjamin

Dr. Sonya J Nair

Dr. Reshma J K

Ms. Divya Grace Dilip

Ms. Sapna Srinivas



ADMINISTRATIVE TRAINING PROGRAMME ON OFFICE MANAGEMENT

DATE : 10.12.2021

2.00pm - 3.30pm

Rules and Regulations

3.45pm - 5.00pm

Maintenance of Office Records



RESOURCE PERSON

MR. T. P. SURESH

SENIOR AUDIT OFFICER
AGS OFFICE, TVPM

REPORT

ATP: 'OFFICE MANAGEMENT'

(10 December, 2021)

Organized by IQAC, All Saints' College

A one-day administrative training programme on 'Office Management' was conducted on 10th December 2021, by Mr T.P. Suresh, Senior Audit Officer, AGS Office, Trivandrum. The session covered the various office hierarchies, the roles and responsibilities of office staff, and how to organize and coordinate effectively.

During the first session, held from 2:00 PM to 3:30 PM, the speaker discussed the various levels of college administration, including principal, vice-principal, administrative officer, head clerk, accountant, cashier, clerk, and office assistant. He outlined their various roles and responsibilities in maintaining the administration structure. While the senior superintendent is responsible for the overall planning and distribution of day-to-day works to staff, the accountant is in charge of monitoring and maintaining accounts, cash books. He also examined the importance of maintaining a code of ethics to maintain a hassle-free work environment. Also stressed that a professional relationship between teaching and non-teaching personnel was crucial to meeting the diverse needs of the student community.

In the second session which began at 3:45 PM and continued until 5:00 PM, the speaker discussed various issues regarding possible frauds that could be avoided with regular and systematic updates of records and maintaining of essential registers. The importance of professional development (PD) in aided colleges is discussed. PD rules will help improve fundamental teaching methods and expand the skills of the teachers in the classroom. Q&A concluded the session, during which the participants clarified any doubts they had.



Shy-PS
IQAC CO-ORDINATOR
ALL SAINTS' COLLEGE

ATTENDANCE STATEMENT

ATTENDANCE SHEET

Administrative Training Programme on 'Office Management'

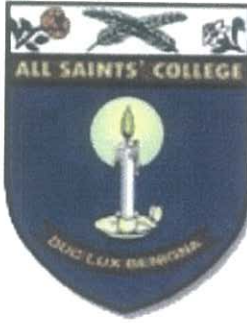
Date: 10.12.2021

Name	Designation	Signature
1. Marykutty	LAB ASST	Marykutty
2. Bindhu	Library ASST	Bindhu
3. Sr. Prema A-J	Senior clerk	Prema
4. Remadevi-S	Clerk	Remadevi
5. Latla Varghese	Sen. Clerk	Latla
6. Deepthi	L D clerk	Deepthi
7. Sr Jessy Thomas	L D clerk	Sr Jessy
8. Sr. Sheeba N-A.	Supdt	Sheeba
9. Shaji-J	Mechanic	Shaji
10. Minimo Jacob	LAB ASST	Mini
11. <u>Minimo Jacob</u>	LAB ASST	<u>Mini</u>

Rishmi
 Principal
 All Saints' College
 Thiruvananthapuram-7



CERTIFICATES



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Sr. Sheeba N A
Senior Superintendent

*attended and completed the ATP on 'Office
Management' conducted by the IQAC, All Saints'
College on 10/12/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Smt. Bindhu Y

Library Assistant

*attended and completed the ATP on 'Office
Management' conducted by the IQAC, All Saints'
College on 10/12/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Smt. Marykutty S

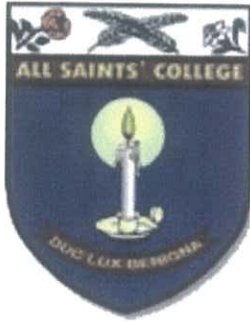
Lab Assistant

*attended and completed the ATP on 'Office
Management' conducted by the IQAC, All Saints'
College on 10/12/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Smt. Latha Varghese

L.D.C

*attended and completed the ATP on 'Office
Management' conducted by the IQAC, All Saints'
College on 10/12/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Sr. Tresa A J

L.D.C

*attended and completed the ATP on 'Office
Management' conducted by the IQAC, All Saints'
College on 10/12/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator

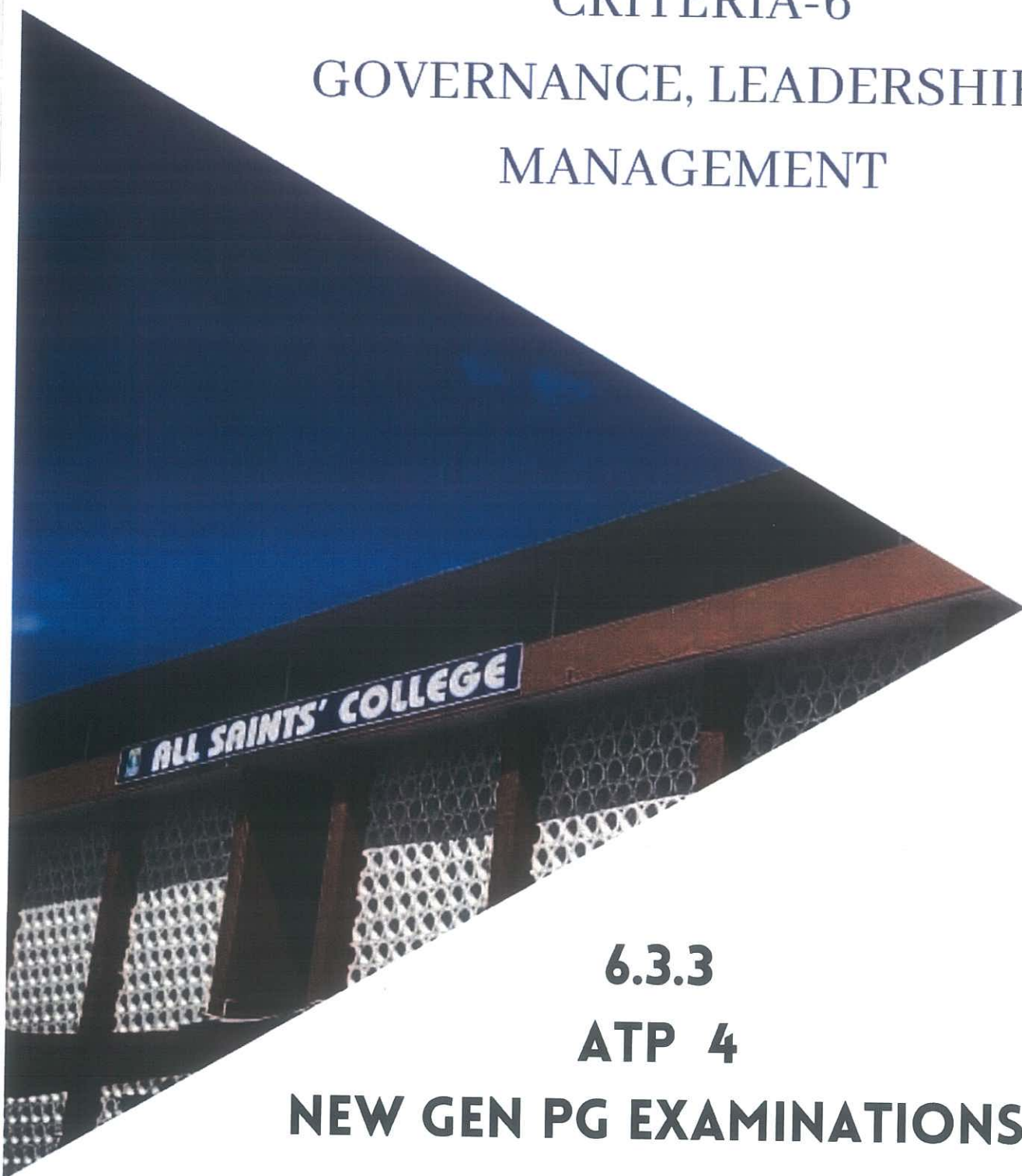


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CRITERIA-6 GOVERNANCE, LEADERSHIP & MANAGEMENT



6.3.3

ATP 4

NEW GEN PG EXAMINATIONS

BROCHURE



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

ACCREDITED BY NACC WITH 'A' GRADE

ADMINISTRATIVE TRAINING PROGRAMME ON **NEW GEN PG EXAMINATIONS**

20-12-2021

9.30 am - 12.30 pm

Guidelines for New Gen PG Examinations

RESOURCE PERSON:

Mr. Karthik P

Senior Grade Assistant
IT Cell, University of Kerala

1.30 pm - 4.30 pm

Packing and uploading of New Gen PG Papers

RESOURCE PERSON:

Mr. Ajith A

Senior Officer LLB
University of Kerala

PATRON

Rev, Mother Mary Frances

PRINCIPAL

Dr. Reshmi R Prasad

IQAC COORDINATOR

Dr. Anjana P S

ORGANISING COMMITTEE

Dr. Srilekha Nair

Ms. Shirly Joseph

Dr. Sunita Kurur

Dr. Siny Benjamin

Dr. Sonya J Nair

Dr. Reshma J K

Ms. Divya Grace Dilip

Ms. Sapna Srinivas

REPORT

ATP: 'NEW GENERATION PG EXAMINATIONS'

(20 December, 2021)

Organized by IQAC, All Saints' College

The administrative training programme on 'New Gen PG Examinations' for the office staff was held in two sessions on 20th December 2021. The objective of the session was to provide the staff with basic information on the conduct of New Generation PG Examination.

The forenoon session from 09:30 AM to 12:30 PM was headed by Mr. Karthik P, Senior Grade Assistant, IT Cell University of Kerala. The aim of the session was to provide the basic guidelines for the New Gen PG Examination. The speaker focused on the registration and conduct of the examination for the newly introduced New Generation PG courses under University of Kerala. He also discussed about the newly introduced QR Code system for student verification and the steps involved in it. A Q&A session was held at the end of the session wherein all the participants clarified their doubts.

The afternoon session, which began at 01:30 PM was conducted by Mr. Ajith A, Senior Officer LLB, University of Kerala. The aim of the session was to provide the staff with the necessary instructions regarding the packing and uploading of New Gen PG question paper. The speaker discussed on the technical procedures regarding the same. The session was concluded at 04:30 PM, followed by a Q&A session, where the speaker answered the questions raised by the participants.

Both the sessions were highly informative and created awareness among the staff on the conduct of examinations. The programme came to an end with a positive-feedback from all the participants.



Ajith-PS
IQAC CO-ORDINATOR
ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM

ATTENDANCE STATEMENT

Administrative Training Programme on
'New Gen PG Examinations (20-12-2021)

Attendance Sheet

1. Reshmi R. Prasad.
2. Latha Varghese
3. Deepthi
4. Sr. Jessy Thomas
5. Sr. Presa A-J
6. Rema Devi S
7. Mary Kutty
8. Sr. Sheeba N. A (Supdt)
9. Bindhu Y
10. Shaji J (mechanic)

Reshmi

Deepthi

Sr. Jessy T

Presa A-J

Rema Devi S

Mary Kutty

Sheeba

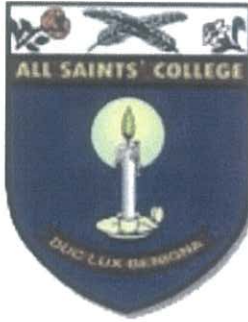
Bindhu Y

Shaji J

Reshmi
Principal
All Saints' College
Thiruvananthapuram-7



CERTIFICATES



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Smt. Bindhu Y

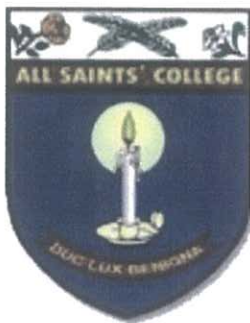
Library Assistant

*attended and completed the ATP on 'New Gen PG
Examinations' conducted by the IQAC, All Saints'
College on 20/12/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

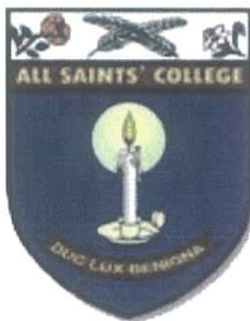
This certifies that

Sr. Sheeba N A
Senior Superintendent

*attended and completed the ATP on 'New Gen PG
Examinations' conducted by the IQAC, All Saints'
College on 20/12/2021*

Dr. Reshmi R Prasad
Principal

Dr. Anjana P S
IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Sr. Jessy Thomas

L.D.C

*attended and completed the ATP on 'New Gen PG
Examinations' conducted by the IQAC, All Saints'
College on 20/12/2021*

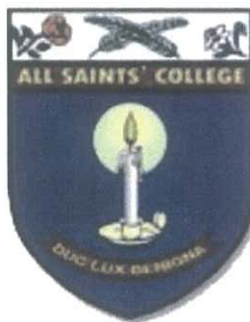
Dr. Reshmi R Prasad

Principal



Dr. Anjana P S

IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Sr. Tresa A J

L.D.C

*attended and completed the ATP on 'New Gen PG
Examinations' conducted by the IQAC, All Saints'
College on 20/12/2021*

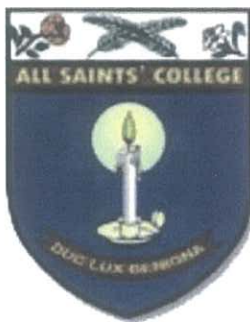
Dr. Reshmi R Prasad

Principal



Dr. Anjana P S

IQAC Coordinator



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

This certifies that

Sri. Shaji J

Mechanic

*attended and completed the ATP on 'New Gen PG
Examinations' conducted by the IQAC, All Saints'
College on 20/12/2021*

Dr. Reshmi R Prasad
Principal



Dr. Anjana P S
IQAC Coordinator