



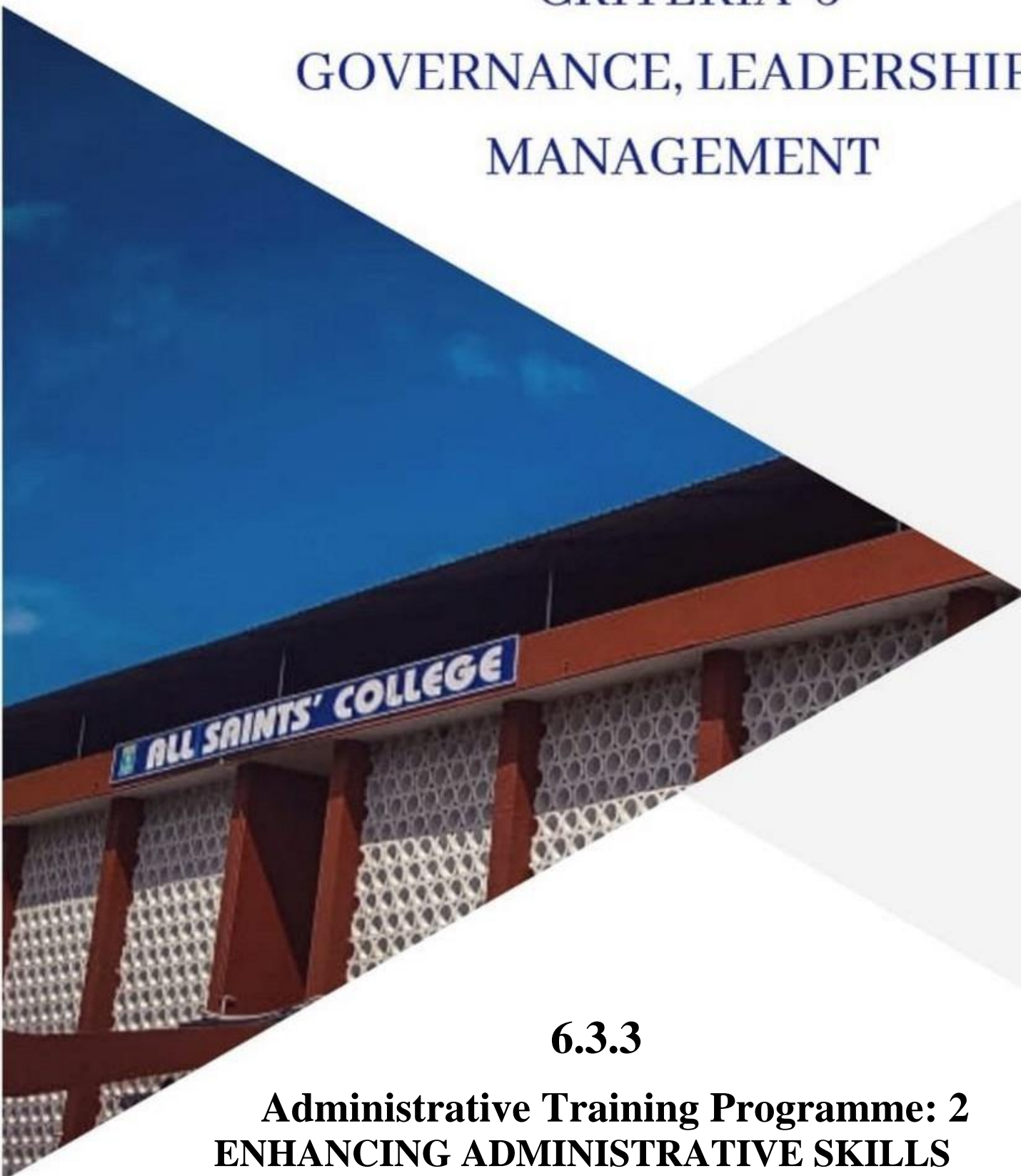
ALL SAINTS' COLLEGE

Affiliated to University of Kerala, Thiruvananthapuram

<https://www.allsaintscollege.ac.in>

CRITERIA-6

GOVERNANCE, LEADERSHIP & MANAGEMENT



6.3.3

**Administrative Training Programme: 2
ENHANCING ADMINISTRATIVE SKILLS**



ALL SAINTS' COLLEGE THIRUVANANTHAPURAM

(Affiliated to University of Kerala)

- 1 **Title of the program** **Administrative Training Program on Enhancing Administrative Skills**
- 2 **Name of the Coordinator/s** Team IQAC
- 3 **Organizing Department/Cell** IQAC
- 4 **Date & Duration** 24/06/2022, 3 hours
- 5 **Number of participants** 12
- 6 **Resource Person/s** Dr. Joseph I. Injodey, Director, Rajagiri Centre for Business Studies Former Principal/Executive Director Rajagiri School of Social Sciences
- 7 **Objective of the Program**

To enhance the administrative skills of administrative professionals.
- 8 **Detailed description of the event**

The Administrative Training Program on Enhancing Administrative Skills was held on June 24, 2022 at All Saints' College, Thiruvananthapuram.

The resource person for the programme was Dr. Joseph I. Injodey, Director, Rajagiri Centre for Business Studies Former Principal/Executive Director Rajagiri School of Social Sciences. Dr. Injodey is an experienced administrator and trainer.

During the programme, Dr. Injodey covered a wide range of topics related to administrative skills, including:

 - The key principles of effective administration
 - Communication skills
 - Interpersonal skills
 - Time management skills
 - Technology for administrative efficiency
 - Handling difficult situations

The programme was interactive and participants had the opportunity to ask questions and seek clarifications from Dr. Injodey.
- 9 **Outcome of the event/Evaluation by Program Coordinator**

The programme helped to achieve its objective of enhancing the administrative skills of administrative professionals. Participants were able to gain a good understanding of the key principles of effective administration and develop the skills and knowledge necessary to be effective administrators.
- 10 **Brochure of the event** Attached
- 11 **List of participants** Attached



Rashmi
Principal
All Saints' College
Thiruvananthapuram

BROCHURE OF THE EVENT



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM

RE-ACCREDITED BY NAAC WITH 'A+' GRADE
(AFFILIATED TO UNIVERSITY OF KERALA)

IQAC ORGANIZES

ADMINISTRATIVE TRAINING PROGRAM
FOR NON-TEACHING STAFF

ON

ENHANCING THE ADMINISTRATIVE SKILLS

Date: 24/06/2022 @ 2:00 pm

Venue: Conference Hall 1

RESOURCE PERSON : **DR. JOSEPH I. INJODEY**

DIRECTOR

RAJAGIRI CENTRE FOR BUSINESS STUDIES

FORMER PRINCIPAL/ EXECUTIVE DIRECTOR

RAJAGIRI SCHOOL OF SOCIAL SCIENCES



PATRON: REV. MOTHER MARY FRANCES

DIRECTOR: SR. BELINDA PEREIRA

PRINCIPAL: DR. RESHMI R. PRASAD



Reshmi
Principal
All Saints' College
Thiruvananthapuram



Administrative Training Programme: Enhancing Administrative Skills (24/06/2022)	
No.	

Reshmi

Principal
All Saints' College
Thiruvananthapuram-7



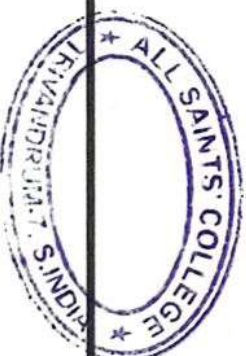
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THIRUVANANTHAPURAM
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(Affiliated to University of Kerala)

CERTIFICATE

This is to certify that Sr. Tresa A J has participated in the Administrative Training Program on 'Enhancing Administrative Skills' organized by the IQAC, All Saints' College, Thiruvananthapuram on 24/06/2022.

IQAC Coordinator

IQAC CO-ORDINATOR
ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM-7



Principal

All Saints' College
Thiruvananthapuram-7



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THIRUVANANTHAPURAM
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CERTIFICATE

This is to certify that Mrs. Suni Francis has participated in the Administrative Training Program on 'Enhancing Administrative Skills' organized by the IQAC, All Saints' College, Thiruvananthapuram on 24/06/2022.



IQAC Coordinator

IQAC CO-ORDINATOR
ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM-7



Principal


Principal
ALL SAINTS' COLLEGE
Thiruvananthapuram



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CERTIFICATE

This is to certify that Mrs. Deepthi V has participated in the Administrative Training Program on 'Enhancing Administrative Skills' organized by the IQAC, All Saints' College, Thiruvananthapuram on 24/06/2022.


IQAC Coordinator

IQAC CO-ORDINATOR
ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM-7




Principal

Principal
All Saints' College
Thiruvananthapuram-7



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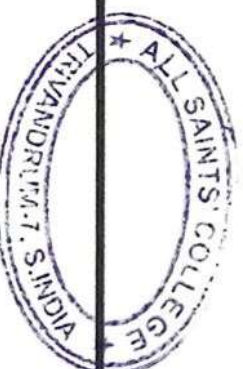
This is to certify that Mrs. Marykutty S has participated in the Administrative Training Program on 'Enhancing Administrative Skills' organized by the IQAC, All Saints' College, Thiruvananthapuram on 24/06/2022.

Signature

IQAC Coordinator

IQAC CO-ORDINATOR

ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM-7



Signature

Principal

Principal

All Saints' College
Thiruvananthapuram-7



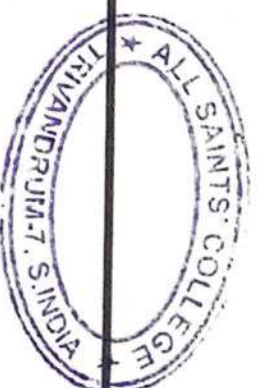
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CERTIFICATE

This is to certify that Sr. Jessy Thomas has participated in the Administrative Training Program on 'Enhancing Administrative Skills' organized by the IQAC, All Saints' College, Thiruvananthapuram on 24/06/2022.

IQAC Coordinator

~~IQAC COORDINATOR~~
ALL SAINTS' COLLEGE
THIRUVANANTHAPURAM-7.



Principal

Principal
All Saints' College
Thiruvananthapuram-7