

Effective Office Administration

One Day Training Programme
for Administrative Staff

Saturday, 1st December 2018

Organised by

**Internal Quality Assurance Cell
(IQAC)**



**MES KEVEEYAM COLLEGE
VALANCHERY**

NAAC Accredited with 'A' Grade (3.28)

www.meskvcollege.org

Dear Sir/Madam,

The administrative staff has a significant role in maintaining the quality standards of every higher education institution. They always support the academic and student community in multifaceted ways. Timely enrichment of the capacity of the ministerial staff is necessary for the successful running of office. Taking this on a serious note, the Internal Quality Assurance Cell (IQAC) of our college is organizing a training programme on 17-11-2018.

We invite the participation of administrative staff of colleges.

Regards

IQAC, MES Keveeyam College, Valanchery

Programme

01-12-2018

9.30 AM Registration

10.00 AM: Inauguration

Welcome : Dr C Rajesh (IQAC Coordinator)

Presidential Address : Capt(Dr) Abdul Hameed

Inaugural Address : Dr N M Mujeeb Rahman
(Secretary, MES Kerala)

Felicitation : Prof. K P Hassan
(Secretary, College Managing Committee)

Prof. Najila T Y (Staff Secretary)

Vote of Thanks : C P Haneefa (Head Accountant)

10.30 AM -12.30 PM : Session I

Performance enhancement through updating of knowledge

(Dr P Mohamed Rafeekh, Former Principal, Govt. Arts and Science College, Kondotty)

12.30-1.30 PM: Lunch Break

1.30 -3 PM : Session II

University Rules and Regulations

(Mr. Suresh V, Section Officer, University of Calicut)

3-4.30 PM : Session III

Essentials of Office Procedures

(Mr. U P Janardhanan, Former Accounts Officer, Deputy Directorate of Collegiate Education, Thirssur)

4.30 PM : Valedictory Function

For Registration and details please feel free to contact:

Dr C Rajesh (IQAC Coordinator) Phone: 9446768376,

Email: iqac.meskv@gmail.com

ACADEMIC REPORT

WORKSHOP

on

Effective Office Administration

1st December 2018



Organized by

Internal Quality Assurance Cell (IQAC)
MES KEVEEYAM COLLEGE, VALANCHERY
(NAAC Accredited with 'A' Grade)

FOREWORD

The Internal Quality Assurance Cell of MES Keveeyam College, Valanchery organized a one-day workshop on **"EFFECTIVE OFFICE ADMINISTRATION"** on 1st December 2018. The workshop was intended to improve the resource of the administrative staff for the successful running of office.

We are extremely grateful to **Dr. Mohammed Rafeekh** (Former Principal, Govt. Arts and Science College Kondotty) for accepting our invitation to inaugurate the programme. We are also thankful to all the resource persons of the workshop for their creative contribution.

We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.



Capt (Dr) C Abdul Hameed (Principal)

PRINCIPAL
M.E.S KEVEEYEM COLLEGE
VALANCHERY, PIN: 676 552
MALAPPURAM



Dr. C. Rajesh (IQAC Coordinator)

ORGANISING COMMITTEE

Patron	Prof. K P Hassan (Secretary and Correspondent MES Keveeyam College)
Chairman	Capt (Dr) C Abdul Hameed Principal
General Convener	Dr.C.Rajesh (Coordinator, IQAC)
Joint Conveners	Dr. U Sailaja Prof. Nisab T Prof. Najila TY (Joint. Coordinators, IQAC) Mr. Haneefa CP(Jr. Superintendent)

Editorial Board (Workshop Proceedings)

Editor : Capt(Dr) C Abdul Hameed
Associate Editor : Dr C Rajesh

ABOUT OUR INSTITUTION

MES Keveeyam College Valanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence. The institution is placed among the top 150 colleges in the National Ranking of Colleges by MHRD in 2018.

ABOUT THE INTERNAL QUALITY ASSURANCE CELL

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

EXECUTIVE SUMMARY

The administrative staff has a significant role in maintaining the quality standards of every higher education institution. They always support the academic and student community in multifaceted ways. Timely enrichment of the capacity of the ministerial staff is necessary for the successful running of office. Taking this on a serious note, the Internal Quality Assurance Cell (IQAC) of our college has organized a work shop on 'Effective Office Administration' on 1-12-2018.

The workshop was inaugurated by Dr Mohammed Rafeekh (Former Principal, Govt. Arts and Science College, Kondotty). Capt(Dr) C Abdul Hameed (Principal) presided over the function. Dr C Rajesh (IQAC Coordinator) delivered the the welcome address. Prof. Nisab T (Joint Coordinator, IQAC) felicitated the function and Mr. C P Haneefa (Office Superintendent) expressed the vote of thanks.

The first technical session of the workshop was on ***Performance enhancement through updation of knowledge***. The session was handled by Dr Mohammed Rafeekh. The second session of the workshop was on ***University Rules and Regulations***. The session was handled by Mr. Suresh V (Section Officer, University of Calicut). The third and final session was about ***Essentials of Office Procedures***. The session was handled by Mr. U P Janardhanan (Former Section Officer, Deputy Directorate of Collegiate Education Thrissur).

In the valedictory session participants gave their feedbacks. Capt(Dr) C Abdul Hameed (Principal) distributed the certificates. All the non teaching staff from MES Keveeyam College attended the workshop. In addition participants from 5 other colleges attended the workshop.

Photo gallery

Inaugural Session



Dr C Rajesh (Welcome Address)



Capt(Dr) C Abdul Hameed (Presidential Address)



Dr Mohammed Rafeekh (Inaugural Address)



Prof. T Nisab (Felicitation)



Mr C P Haneefa (Vote of Thanks)

Technical Session



Dr Mohammed Rafeekh

Technical Session



Mr. Suresh V

Valedictory Session



Feedback from participants



Distribution of Certificates



Group Photo of Participants along with Capt(Dr) C Abdul Hammed (Principal), Mr. Janardhanan UP (Resource Person) and Dr C Rajesh (IQAC Coordinator)