

Report on Professional Development Programme for Administrative Staff

Date: 6th January 2024

Organized by: IQAC, MES Keveeyam College, Valanchery

The IQAC of MES Keveeyam College, Valanchery, successfully organized a **Professional Development Programme for Administrative Staff** on **6th January 2024**. The program aimed at enhancing the skills and competencies of administrative personnel to support both academic and non-academic functions effectively. This initiative was part of the institution's ongoing commitment to professional growth and institutional excellence.

Objectives of the Programme

The primary objectives of the Professional Development Programme were:

- To enhance the proficiency of administrative staff in using educational technologies and management software.
- To foster a deeper understanding of administrative roles in supporting the academic framework.
- To improve work efficiency and build a collaborative, professional work environment.
- To equip staff with strategies to address evolving institutional needs in line with modern educational practices.

Programme Overview

The session commenced with a formal welcome by **Dr. K.P. Vinod Kumar**, Principal of MES Keveeyam College, who emphasized the significance of professional development in achieving institutional goals. He highlighted the critical role administrative staff play in ensuring the smooth functioning of the institution and encouraged participants to embrace continuous learning.

The program was conducted in an interactive workshop format and covered a variety of topics relevant to the administrative functions of the institution. Key areas of focus included:

- The use of modern management software for efficient record-keeping and data management.
- Strategies to improve collaboration between administrative and academic staff.




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- Best practices for handling student records, correspondence, and institutional documentation.
- Time management techniques and workflow optimization for better productivity.

The resource persons facilitated hands-on sessions, allowing participants to engage with the tools and techniques being discussed. The interactive nature of the programme ensured that participants could share their challenges and learn from collective experiences.

Participation

Administrative staff from both **MES Keveeyam College** and **MES Ponnani College** actively participated in the program. Their enthusiasm and commitment to learning contributed to the success of the event. Participants expressed their appreciation for the opportunity to develop their skills and engage with peers from different institutions.

Importance of the Programme

This program underscored the vital role administrative staff play in supporting the institution's mission of academic excellence. By enhancing their technological proficiency and professional competencies, the programme sought to align administrative functions with modern educational practices. It also fostered a culture of collaboration and mutual respect between administrative and academic staff, essential for a productive institutional environment.

Outcome

The Professional Development Programme achieved its objectives of improving the administrative efficiency and technical expertise of the participants. Staff members reported a better understanding of how their roles contribute to the broader goals of the institution. The program also provided actionable strategies for implementing efficient administrative practices, ensuring that the institution remains adaptable and future-ready. The IQAC of MES Keveeyam College remains committed to organizing similar initiatives that contribute to the professional growth of its staff. The success of the Professional Development Programme reflects the institution's dedication to fostering a culture of continuous learning and excellence. The IQAC extends its gratitude to the resource persons, participants, and all those who contributed to the success of this program.




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**PROFESSIONAL DEVELOPMENT PROGRAMME
FOR ADMINISTRATIVE STAFF**

Resource Person



ANES V
SENIOR SUPERINTENDENT
GOVT. ARTS & SCIENCE COLLEGE
THANJAVUR


| DATE: 06/01/2024 | TIME: 10 AM TO 12 PM @ AV HALL |

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**PROFESSIONAL DEVELOPMENT PROGRAMME on
AI POWERED SMARTER OFFICE**

Resource Person



DEEPESH V P
ASSISTANT PROFESSOR
DEPARTMENT OF COMPUTER SCIENCE
IDEAL COLLEGE FOR ADVANCED STUDIES
KADAKASSERY

| DATE: 06/01/2024 | TIME: 1:30 PM TO 4 PM @ AV HALL |



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