

One-day motivational training programme on office procedures and file management for non-teaching staff held on 12-03-2020



THE MADURA COLLEGE

An Autonomous institution affiliated to Madurai Kamaraj University
Re-accredited (3rd cycle) with 'A' grade by NAAC
VIDYA NAGAR, T.P.K ROAD, MADURAI-625011

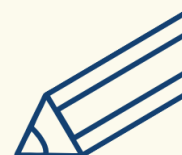
in association with

Institute of Co-operative Management, Madurai

(An institution of National Council for Co-operative Training,
New Delhi - An Autonomous Society promoted by ministry of
Agriculture Govt. of India)



organises



**ONE-DAY MOTIVATIONAL TRAINING PROGRAMME
ON
OFFICE PROCEDURES AND FILE MANAGEMENT
FOR NON-TEACHING STAFF**

Date: 12-03-2020 Time: 2:00 pm

Venue: Seminar Hall

Resource persons

- 1. Dr. R. Gopalasamy, Director**
- 2. Mr. Jeyaprakash Narayanan,
Co-operative Officer (Retd)**

ALL ARE INVITED

AGENDA

Prayer

Welcome Address: **Dr. J. Suresh, Principal**

Inaugural Address: **Sri. S. Natanagopal,
Secretary, MCB**

Felicitations: **1. Dr. K. Muthuvel,
Vice Principal**

**2. Dr. Major. K. M. Rajasekaran
Director (SF)**

Technical Session

Vote of Thanks: **Mr. M. Venkataraman
Office Superintendent**



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Vidya Nagar, T.P.K. Road, Madurai – 625 011

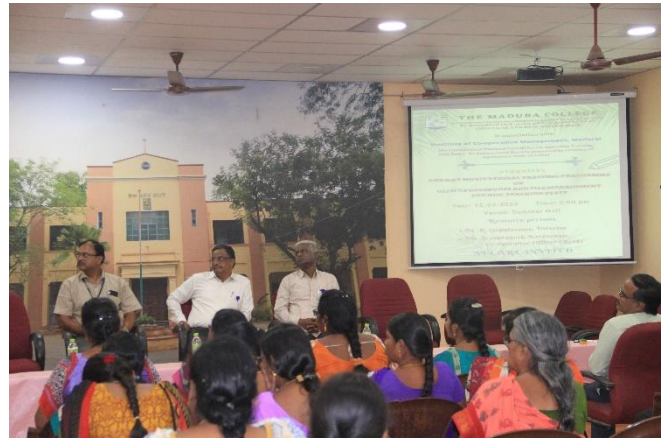
BRIEF REPORT ON PROGRAMME / EVENT ORGANISED

1. Title of the programme/event : One-day motivational training programme on office procedures and file management for non-teaching staff
2. Nature of the event : Training programme
3. Duration : 12-03-2020
4. Venue : Seminar Hall, Madura College
5. Hosting Department/Cell : TMC in association with Institute of Co-operative Management
6. Funding agency & grant (if any) : -
7. Beneficiaries : Non-Teaching Staffs
8. Number of participants : 45
9. Details of Resource person(s) :

S. No	Name and designation	Topic of Talk
1	Dr. R. Gopalasamy, Director	Office procedures and file management
2	Mr. Jeyaprakash Narayanan, Co-operative Officer (Retd.)	

10. Brief the proceedings of the programme along with some photographs

A one-day motivational training programme on "Office procedures and file management for non-teaching staff" was organized on 12-03-2020. Dr. R. Gopalasamy, Director and Mr. Jeyaprakash Narayanan, Co-operative Officer (Retd.) were the resource persons. A total of 45 non-teaching staff got benefitted out of the programme. Dr. J. Suresh, Principal welcomed the gathering and inaugural address given by Sri. S. Natanagopal, Secretary. Mr. M. Venkataraman, Office superintendent delivered the vote of thanks.



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Principal
PRINCIPAL
THE MADURA COLLEGE (Autonomous)
MADURAI - 625 011

One day Motivational Training Programme on
" OFFICE PROCEDURES AND FILE MANAGEMENT "
 For Non-Teaching Staff

Date: 12.03.2020

Time: 2 pm

Venue: Seminar Hall

S No	Name	Designation	Signature
1.	B. Rajathi	NAAC OFFICE CLERK	B. Rajathi
2.	N. RAJALAKSHMI	Jr. ASST (SG)	N. Rajalaxmi
3.	V. RAJESWARI	Typist	V. Rajeswari
4.	M.K. SEETHALAKSHMI	TYPIST	M.K. Seetha
5.	T. LAKSHMI	Library Clerk	T. Lakshmi
6.	V. Thayammal	Record clerk	V. B
7.	M. D. N. S. S. S. S.	OFFICE ASSISTANT	M. D. N. S. S. S.
8.	P. Swaya	Record clerk	P. S
9.	S. Manjula	Library Assistant	S. Manjula
10.	K. V. S. Anthes	Office Assistant	K. V. S. Anthes
11.	P. Gnana Soundari	clerk (controller's office)	P. Gnana Soundari
12.	M. S. POORNIMA	CLERK (controller's office)	M. S. P
13.	V. PADHMAVATHI	CLERK (controller's office)	V. Padhmavathi
14.	N. Sudha	CLERK (EXAMINATION SECTION)	N. Sudha
15.	K. S. Hema	Clerk (COE)	K. S. Hema
16.	S. MEENAKSHI	Lab Assistant (Physics)	S. Meenakshi
17.	S. Anusuya	Lab ASSE (Physics)	S. Anusuya
18.	V. Sitalakshmi	Lab Assi (Physics)	V. Sitalakshmi
19.	M. Vanitha	Lab Asst. (Chemistry)	M. Vanitha
20.	P. Murugeswari	Lab Assit (Botany)	P. Murugeswari
21.	K. Manimekalai	Lab Assitant (CS)	K. Manimekalai
22.	S. Sivalakshmi	Lab Assistant (Zoology)	S. Sivalakshmi
23.	K. Nandhini	Clerk (SF Office)	K. Nandhini
24.	V. Seethalakshmi	Technical assistant (SF office)	V. Seethalakshmi

S NO	Name	Designation	Signature
25	S. Meenakshi	clerk. (SF office)	Meenakshi
26	M. Kartugaiyayin	Accountant (SF office)	M. Kartuge
27	K. (Sweepers)	(Sweepers)	K. (Sweepers)
28	H. vijayarajam	officer. Ass	H. vijayarajam
29	J. Amala jeyakumar	Lab Asst. (Biotech)	J. Amala jeyakumar
30	T. Nayarajan	Lab Asst. (Physics)	T. Nayarajan
31	D. Wilson kumaly	officer Asst	D. Wilson kumaly
32	N. Vignesh	Clerk (Controller office)	N. Vignesh
33	R. B. Boopathy	Sweeper	R. B. Boopathy
34	P. Senthil Kumar	Record clerk	P. Senthil Kumar
35	N. SUNDARARAJAN	N. Sundarajan (LIB ASSISTANT)	N. Sundarajan
36	S. Madhu Sudhanan	OFFICE ASSISTANT (SF OFFICE)	S. Madhusudhanan
37	S. Sivaraman	clerk	S. Sivaraman
38	S. Venkatesh Sundar	Accountant	S. Venkatesh Sundar
39	P. Kumar	OFFICE ASSISTANT (SS)	P. Kumar
30	R. Balachandran	Lab Asst. (physics)	R. Balachandran
31	M. THARAKA PANDI	OFFICE RECORD CLERK	M. Tharaka Pandi
32	B. Padmanabhan	Lab Assistant (chemistry)	B. Padmanabhan
33	G. Sarthasubramania	Lab Asst (chemistry)	G. Sarthasubramania
34	K. Venkatesh Kumar	Lab Assistant (Biology)	K. Venkatesh Kumar
35	S. BALAMURUGAN	Lab Assistant (chemistry)	S. Balamurugan
36	A. S. RAVI	PROJECT ASSISTANT (COMMERCE)	A. S. Ravi
37	S. THANGIAVELU	Lab. Asst (Physics)	S. Thangavelu
38	S. Sivanandan	LIB ASSISTANT	S. Sivanandan
39	S. P. Srinivasan	SHIWA SASTHANAN (S. P. Srinivasan) V. S. S.	S. P. Srinivasan
40	C. Jeyachandran	ASSISTANT	C. Jeyachandran
41	M. Venkata. amam	Superintendent	M. Venkata. amam
42	Dr. K. MUTHUVEL	VICE-PRINCIPAL	Dr. K. Muthuvel
43	So. KANDAN	Electrical - ASST	So. Kandan
44	B. Ponnuri	OFFICE ASSISTANT	B. Ponnuri
45	M. THAVAM	OFFICE ASSISTANT	M. Thavam