



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)

RAAKCET/PRINCIPAL/CIR/OCT 2018

Date: 03.10.2018

### CIRCULAR

I am pleased to inform you that our esteemed college is organizing an Administrative Training Program on "Team Building and Collaboration" will be held from 09.10.2018 to 11.10.2018. All non-teaching staffs are asked to participate in the training program.

Circulation to:

1. All Faculty and Staff Members
2. All HODs

Copy to:

1. All HODs
2. Office



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RAAK College of Engineering & Techn  
No:1, Muthupillai Palayam Road  
Sulthanpet Post,  
Puducherry - 605 110

Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



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### SCHEDULE FOR ADMINISTRATIVE TRAINING PROGRAM – NON TEACHING

#### TEAM BUILDING AND COLLABORATION

09<sup>th</sup> Oct 2018 to 11<sup>th</sup> Oct 2018

#### Program Schedule:

S.No	Date	Topic	Session	Speaker	Venue
Day 1	09.10.2018	Fundamentals of Team Building	I	Mr.G. Krishnakumar	RAAKCET Seminar Hall
		Understanding Team Dynamics	II	Mr.A.Thirunavukarasu	
		Trust Building Exercises	III	Mr.A.Thirunavukarasu	
Day 2	10.10.2018	Collaborative Problem-Solving Techniques	I	Dr.A.Ananth	
		Conflict Resolution within Teams	II	Dr.A.Ananth	
		Fostering Inclusivity and Diversity	III	Mr.G. Krishnakumar	



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PRINCIPAL

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				RAAKCET Seminar Hall
Day 3	11.10.2018	Role Clarification and Accountability	I	Mr.A.Thirunavukarasu
		Enhancing Team Motivation and Engagement	II	Mr.A.Thirunavukarasu
		Evaluating Team Performance and Growth	III	Mr.G. Krishnakumar

Schedule of the Day : First Session : 09.00 AM – 11.00 AM; Tea Break : 11.00 AM – 11.15 AM  
Second Session : 11.15 AM – 1.15 PM; Lunch Break : 1.15 PM – 2.00 PM; Third Session : 2.00 PM –  
4.00 PM.



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PRINCIPAL

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Puducherry - 605 110



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### FDP Report on Leadership and Team Management for Administrative Officers

<b>Institution Name</b>	RAAK College of Engineering and Technology
<b>Date of Event</b>	09 <sup>th</sup> Oct 2018 to 11 <sup>th</sup> Oct 2018
<b>Event Category</b>	Administrative Training Program – Non Teaching
<b>Topic</b>	Team Building and Collaboration
<b>Guest Name</b>	<ul style="list-style-type: none"><li>• Mr. A.Thirunavukarasu</li><li>• Dr. A.Ananth</li><li>• Mr. G. Krishnakumar</li></ul>

#### Brief Report :

##### Overview

The Faculty Development Program (FDP) on Team Building and Collaboration was designed to enhance participants' abilities to build and manage effective teams. With a focus on understanding team dynamics, improving communication, and fostering a collaborative environment, this program aimed to equip faculty and administrative staff with essential skills for effective teamwork. Through a series of workshops, interactive exercises, and group activities, participants gained practical insights into building cohesive teams and enhancing collaborative efforts.

##### Objectives of the FDP

1. To provide a thorough understanding of team-building fundamentals and dynamics.
2. To improve communication and trust-building within teams.
3. To develop skills in collaborative problem-solving and conflict resolution.
4. To promote inclusivity, role clarity, and team motivation.



  
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL

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No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



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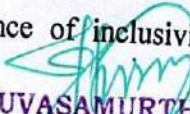
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5. To evaluate and enhance team performance and growth.

### Topics Discussed

- **Fundamentals of Team Building:** Introduced the core principles of team building, including the importance of clear goals, mutual respect, and effective collaboration. Participants learned how to form and nurture teams to achieve collective objectives.
- **Understanding Team Dynamics:** Explored the factors that influence team dynamics, such as team roles, group behaviour, and interpersonal relationships. Discussed how to leverage team strengths and address challenges to enhance overall team performance.
- **Effective Communication in Teams:** Focused on strategies for improving communication within teams. Covered techniques such as active listening, clear messaging, and feedback mechanisms to ensure effective and open communication channels.
- **Trust Building Exercises:** Engaged participants in exercises designed to build and reinforce trust among team members. Discussed the role of trust in team cohesion and explored practical ways to cultivate a trusting team environment.
- **Collaborative Problem-Solving Techniques:** Examined various techniques for effective group problem-solving, including brainstorming, consensus-building, and structured decision-making. Participants practiced these techniques through group activities and case studies.
- **Conflict Resolution within Teams:** Addressed methods for managing and resolving conflicts within teams. Discussed strategies for identifying sources of conflict, mediating disputes, and finding constructive solutions to maintain team harmony.
- **Fostering Inclusivity and Diversity:** Emphasized the importance of inclusivity and



  
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
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Sulthanpet Post,  
Puducherry - 605 110



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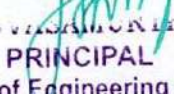
diversity in teams. Discussed strategies for creating an inclusive team environment where diverse perspectives are valued and integrated into team activities.

- **Role Clarification and Accountability:** Focused on the importance of role clarity and accountability in teams. Participants learned techniques for defining roles, setting expectations, and ensuring accountability to enhance team efficiency and effectiveness.
- **Enhancing Team Motivation and Engagement:** Explored strategies for boosting team motivation and engagement. Discussed techniques for recognizing achievements, providing meaningful feedback, and creating an inspiring team environment.
- **Evaluating Team Performance and Growth:** Introduced methods for assessing team performance and identifying areas for growth. Participants learned how to use performance metrics, feedback, and self-assessment tools to drive continuous improvement.

### Outcomes of the FDP

Participants reported a marked improvement in their understanding of team-building principles and dynamics. Faculty and administrative staff expressed increased confidence in applying communication and trust-building techniques within their teams. The program facilitated a deeper understanding of collaborative problem-solving and conflict resolution, with participants gaining practical skills to address team challenges effectively. The focus on inclusivity, role clarity, and team motivation enhanced participants' ability to create and maintain high-performing teams. The FDP also provided valuable insights into evaluating team performance and fostering growth, contributing to more cohesive and productive team environments.



  
DR. S. SRINIVASAN, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



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### Conclusion

The FDP on Team Building and Collaboration provided essential tools and strategies for faculty and administrative staff at RAAK College of Engineering and Technology. By focusing on team-building fundamentals, effective communication, and collaborative problem-solving, the program equipped participants with the skills needed to build and manage successful teams. The emphasis on trust-building, inclusivity, and performance evaluation ensured a comprehensive approach to enhancing team dynamics and collaboration. The interactive nature of the program and practical applications enabled participants to immediately apply what they learned, fostering a more effective and collaborative work environment.

  
COORDINATOR



  
PRINCIPAL  
PRINCIPAL  
RAAK College of Engineering & Technology  
No:1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110

  
Dr. S. SEENUVASAMURTHI, M  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
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**ADMINISTRATIVE TRAINING PROGRAMME ATTENDANCE**  
**TOPICS: Team Building and Collaboration**

S.NO	NAME OF THE FACULTY	DESIG.	9.10.2018	10.10.2018	11.10.2018
1	MR. SYED MOHIDEEN, S	OFFICE SUPERINTENDENT	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
2	Mrs. SIVAGAMI. D	ACCOUNTANT	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
3	Mrs. ANITHA. B	OFFICE ASSISTANT	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
4	MR. SARAVANAVEL. G	OFFICE ASSISTANT	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
5	Mrs. BANUPRIYA. A	OFFICE ASSISTANT	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
6	Mrs. SURYA. E	OFFICE ASSISTANT	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
7	MR. GNANAVEL. M	LAB ASSISTANT/MECHANICAL	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
8	MR. M. MARIMUTHU	LIBRARIAN	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
9	MR. S. ANANDABASKARAN	PHYSICAL DIRECTOR	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
10	Mrs. ANITHA	OFFICE ASSISTANCE	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
11	MR. SUDHAKARAN S	GARDENER DRIVER	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
12	Mrs. ALAMELU S	GARDENER	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
13	Mrs. NIRMALA S	ACCOUNTS	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
14	MR. PRASANNAMOORTHIK	LAB ASSISTANT/EEE	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
15	MR. MARK S	LAB ASSISTANT/CSE	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
16	MR. ILIYAHATHALI C	LAB ASSISTANT/CSE	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>
17	MR. ARUNKUMAR T	LAB ASSISTANT /EEB	<i>S.M.</i>	<i>S.M.</i>	<i>S.M.</i>

PROGRAM COORDINATOR



**DR. S. SEENVASAMURTHI, M.E., Ph.D.**  
**PRINCIPAL**

RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Suthanpet Post,  
Puducherry - 605 014

**HOD**





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No-1, MUTHUPILLAI PALAYAM ROAD, G.N. PALAYAM, VILLIVAKUR, PUDUCHERRY - 605 110

### CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. ANITHA. B, OFFICE ASSISTANT has actively participated in three day Administrative Training Program on "Team Building and Collaboration" organized by RAAK College of Engineering and Technology from 9.10. 2018 to 11.10. 2018

PROGRAM COORDINATOR

PRINCIPAL

Dr. S. SEENVASAMURTHI, M.E., Ph.D.  
PRINCIPAL

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No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110



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NO.1, MUTHUPILLAI PALAYAM ROAD, G.N. PALAYAM, VILLIYANUR, PUDUCHERRY - 605 110

**CERTIFICATE OF PARTICIPATION**

This is to certify that Mr. SARAVANAVEL. G, OFFICE ASSISTANT has actively participated in three day Administrative Training Program on "Team Building and Collaboration" organized by RAAK College of Engineering and Technology from 9.10.2018 to 11.10.2018

PROGRAM COORDINATOR

PRINCIPAL

**Dr. S. SEENUVASAMURTHI, M.E., Ph.D.**  
PRINCIPAL

RAAK College of Engineering & Technology  
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Sulthanpet Post,  
Puducherry - 605 110





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NO.1, MUTHUPILLAI PALAYAM ROAD, G.N. PALAYAM, VILLIVANUR, PUDUCHERRY - 605 110

### CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. SURIYA. E, OFFICE ASSISTANT has actively participated in three day Administrative Training Program on "Team Building and Collaboration" organized by RAAK College of Engineering and Technology from 9.10.2018 to 11.10.2018

PROGRAM COORDINATOR

PRINCIPAL



**Dr. S. SEENVASAMURTHI, M.E., Ph.D.**  
PRINCIPAL

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NO.1, MUTHUPILLAI PALAYAM ROAD, G.N. PALAYAM, VILLUVANUR, PUDUCHERRY - 605 110


## CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. BANUPRIYA. A, OFFICE ASSISTANT has actively participated in three day Administrative Training Program on "Team Building and Collaboration" organized by RAAK College of Engineering and Technology from 9.10.2018 to 11.10.2018

  
PROGRAM COORDINATOR

  
PRINCIPAL



  
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110