



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

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

RAAKCET/PRINCIPAL/CIR/JUNE 2019

Date: 06.06.2019

### CIRCULAR

I am pleased to inform you that our esteemed college is organizing an Administrative Training Program on "Enhancing Administrative Excellence" will be held from 11.06.2019 to 13.06.2019. All non-teaching staffs are asked to participate in the training program

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Circulation to:

1. All Faculty and Staff Members
2. All HODs

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**COLLEGE OF ENGINEERING AND TECHNOLOGY**  
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**SCHEDULE FOR ADMINISTRATIVE TRAINING PROGRAM – NON TEACHING**  
**ENHANCING ADMINISTRATIVE EXCELLENCE**

11<sup>th</sup> June 2019 to 13<sup>th</sup> June 2019

**Program Schedule:**

S.No	Date	Topic	Session	Speaker	Venue
Day 1	11.06.2019	Core Principles of Administrative Excellence	I	Mr. B.Balamurugan	IT -II Year Classroom
		Time Management and Organizational Skills	II	Mr.A.Thirunavukarasu	
		Effective Communication and Interpersonal Skills	III	Mr.G. Krishnakumar	
Day 2	12.06.2019	Strategic Planning and Implementation	I	Mr. B.Balamurugan	
		Process Improvement and Efficiency	II	Mr. B.Balamurugan	
		Advanced Problem-Solving Techniques	III	Mr. B.Balamurugan	



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Day 3	13.06.2019	Leadership and Team Management in Administration	I	Mr.A.Thirunavukarasu	IT -II Year Classroom
		Technology and Software for Administrative Tasks	II	Mr.A.Thirunavukarasu	
		Handling Confidential Information and Compliance	III	Mr. B.Balamurugan	

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

Institution Name	RAAK College of Engineering and Technology
Date of Event	11 <sup>th</sup> June 2019 to 13 <sup>th</sup> June 2019
Event Category	Administrative Training Program – Non Teaching
Topic	Enhancing Administrative Excellence
Guest Name	<ul style="list-style-type: none"><li>• Mr.A.Thirunavukarasu</li><li>• Mr. B.Balamurugan</li><li>• Mr.G. Krishnakumar</li></ul>

#### Brief Report :

##### Overview

The Faculty Development Program (FDP) on Enhancing Administrative Excellence was designed to equip administrative professionals with advanced skills and strategies to excel in their roles. This program focused on core principles of administrative excellence, time management, effective communication, and strategic planning. Through a series of workshops and interactive sessions, participants learned techniques to improve process efficiency, solve complex problems, and leverage technology to streamline administrative tasks.

##### Objectives of the FDP

1. To provide a comprehensive understanding of the core principles of administrative excellence.
2. To enhance skills in time management, organization, and strategic planning.
3. To improve communication, interpersonal skills, and problem-solving abilities.
4. To explore advanced techniques for leadership and team management in administration.



  
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5. To understand the role of technology in improving administrative efficiency and handling confidential information.

### Topics Discussed

- **Core Principles of Administrative Excellence:** Introduced the fundamental principles that define administrative excellence, including professionalism, efficiency, and a commitment to continuous improvement. Discussed how to integrate these principles into daily administrative practices.
- **Time Management and Organizational Skills:** Focused on techniques for effective time management and organization. Covered strategies such as prioritization, scheduling, and task delegation to enhance productivity and manage administrative responsibilities efficiently.
- **Effective Communication and Interpersonal Skills:** Explored methods for improving communication and interpersonal interactions. Discussed techniques for active listening, clear and concise messaging, and building positive relationships within the workplace.
- **Strategic Planning and Implementation:** Covered the essentials of strategic planning, including goal setting, resource allocation, and implementation strategies. Participants learned how to develop and execute strategic plans to achieve organizational objectives.
- **Process Improvement and Efficiency:** Examined techniques for analysing and improving administrative processes. Discussed methods such as process mapping, workflow optimization, and Lean principles to enhance efficiency and reduce waste.
- **Advanced Problem-Solving Techniques:** Introduced advanced problem-solving techniques to address complex administrative challenges. Covered methods such as root cause analysis, decision-making frameworks, and innovative thinking to find effective



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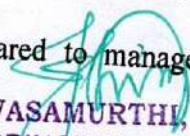
solutions.

- **Leadership and Team Management in Administration:** Focused on leadership skills and team management techniques specific to administrative roles. Discussed strategies for leading teams, managing performance, and fostering a positive and productive work environment.
- **Technology and Software for Administrative Tasks:** Explored various technologies and software applications that can enhance administrative efficiency. Discussed tools for project management, communication, and data management, and their role in streamlining administrative tasks.
- **Handling Confidential Information and Compliance:** Discussed best practices for managing confidential information and ensuring compliance with legal and institutional regulations. Participants learned techniques for maintaining data security and handling sensitive information responsibly.

### Outcomes of the FDP

Participants reported significant improvements in their administrative skills and efficiency. Faculty and administrative staff expressed increased confidence in applying time management techniques, strategic planning methods, and advanced problem-solving strategies. The program enhanced participants' communication and interpersonal skills, contributing to better workplace relationships and collaboration. Participants appreciated the focus on leadership and team management, gaining valuable insights into effective team dynamics and management practices. The introduction to technology and software tools further empowered participants to streamline administrative tasks and enhance overall productivity. The emphasis on handling confidential information and compliance ensured that staffs are well-prepared to manage sensitive data



  
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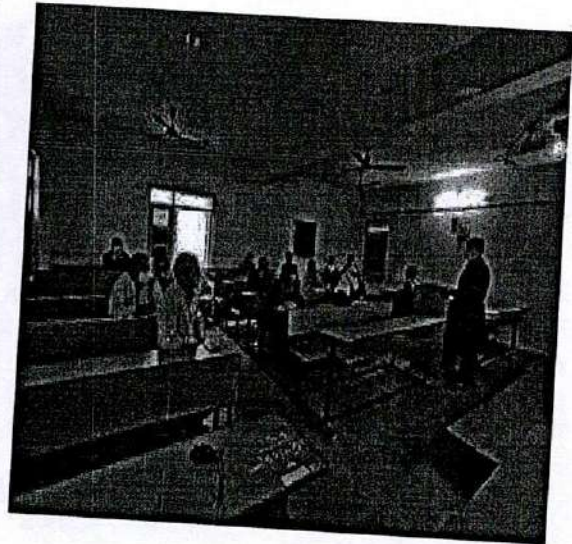
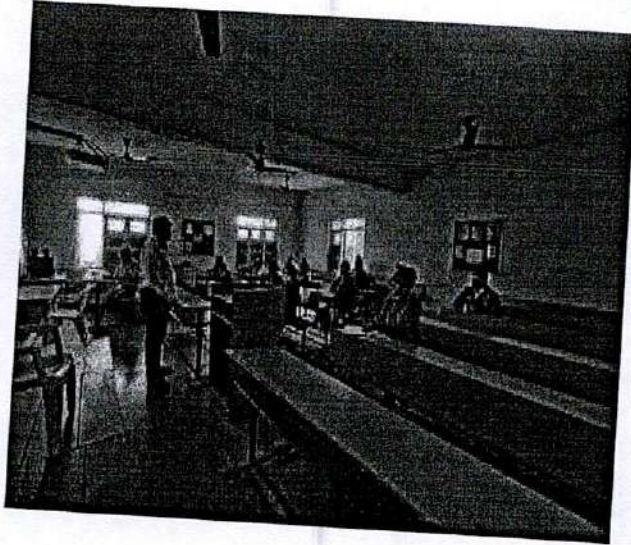


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responsibly.



### Conclusion

The FDP on Enhancing Administrative Excellence provided essential tools and strategies for administrative professionals at RAAK College of Engineering and Technology. By focusing on core principles of excellence, time management, strategic planning, and process improvement, the program equipped participants with the skills necessary to excel in their administrative roles. The practical applications and interactive sessions ensured that faculty and staff could immediately implement what they learned, leading to enhanced efficiency, productivity, and overall administrative effectiveness.

COORDINATOR



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### ADMINISTRATIVE TRAINING PROGRAMME ATTENDANCE TOPICS: Enhancing Administrative Excellence

S.NO	NAME OF THE FACULTY	DESIG.	11.6.2019	12.6.2019	13.6.2019
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>MD</i>	<i>MD</i>	<i>MD</i>
3	Mrs. ANITHA. B	OFFICE ASSISTANT	<i>AN</i>	<i>AN</i>	<i>AN</i>
4	Mr. SARAVANAVEL. G	OFFICE ASSISTANT	<i>SG</i>	<i>SG</i>	<i>SG</i>
5	Mrs. BANUPRIYA. A	OFFICE ASSISTANT	<i>BA</i>	<i>BA</i>	<i>BA</i>
6	Mrs. SURIYA. E	OFFICE ASSISTANT	<i>SE</i>	<i>SE</i>	<i>SE</i>
7	Mr. GNANAVEL. M	LAB ASSISTANT	<i>GM</i>	<i>GM</i>	<i>GM</i>
8	Mr. M. MARIMUTHU	LIBRARIAN	<i>MM</i>	<i>MM</i>	<i>MM</i>
9	Mr. S. ANANDABASKARAN	PHYSICAL DIRECTOR	<i>AS</i>	<i>AS</i>	<i>AS</i>
10	Mrs. ANITHA	OFFICE ASSISTANCE	<i>AN</i>	<i>AN</i>	<i>AN</i>
11	Mr. SUDHAKARAN S	GARDENER DRIVER	<i>SS</i>	<i>SS</i>	<i>SS</i>
12	Mrs. ALAMELUS	GARDENER	<i>SA</i>	<i>SA</i>	<i>SA</i>
13	Mrs. NIRMALA S	ACCOUNTS	<i>NS</i>	<i>NS</i>	<i>NS</i>
14	Mr. PRASANNA MOORTHY K	LAB ASSISTANT/EEE	<i>PK</i>	<i>PK</i>	<i>PK</i>
15	Mr. MARK S	LAB ASSISTANT/CSE	<i>MS</i>	<i>MS</i>	<i>MS</i>
16	Mr. LIYAHATHALI C	LAB ASSISTANT/CSE	<i>LC</i>	<i>LC</i>	<i>LC</i>
17	Mr. ARUNKUMAR T	LAB ASSISTANT/EEE	<i>AT</i>	<i>AT</i>	<i>AT</i>

*J. Reddy*  
PROGRAM COORDINATOR



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*Prasanna*  
HOD





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### CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. SIVAGAMI. D, ACCOUNTANT has actively participated in three day Administrative Training Program On "Enhancing Administrative Excellence" organized by RAAK College of Engineering and Technology from 11.6. 2019 to 13.6. 2019

  
PROGRAM COORDINATOR

  
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### CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. BANUPRIYA. A, OFFICE ASSISTANT has actively participated in three day Administrative Training Program On "Enhancing Administrative Excellence" organized by RAAK College of Engineering and Technology from 11.6. 2019 to 13.6. 2019

PROGRAM COORDINATOR

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### CERTIFICATE OF PARTICIPATION

This is to certify that Mr. SARAVANAVEL. G, OFFICE ASSISTANT has actively participated in three day Administrative Training Program On "Enhancing Administrative Excellence" organized by RAAK College of Engineering and Technology from 11.6. 2019 to 13.6. 2019.

  
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## CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. ANITHA. B, OFFICE ASSISTANT has actively participated in three day Administrative Training Program On "Enhancing Administrative Excellence" organized by RAAK College of Engineering and Technology from 11.6. 2019 to 13.6. 2019

  
PROGRAM COORDINATOR

  
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