

Marudhar Kesari Jain College for Women(Autonomous)

Years of Educational Excellence...

(A Project of Sri Marudhar Kesari Jain Trust)

Recognized U/S 2(f) &12(B) of UGC Act ,1956-Permanently Affiliated of Thiruvalluvar University Accredited with "A+" Grade by NAAC (4th Cycle) -An ISO 21001:2018 Certified Institution Supported by DST-FIST

IQAC & FACULTY DEVELOPMENT CELL

Organizes

Training Programme for Non-Teaching Staff Member

on

Work Ethics and Interpersonal Skills at Work

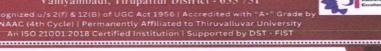
INVITATION

MARUDHAR KESARI JAIN COLLEGE FOR WOMEN



(AUTONOMOUS)

Vaniyambadi, Tirupattur District - 635 751



Internal Quality Assurance Cell (IQAC) and Faculty Development Cell (FDC)

Organizes

Training Programme for Non-Teaching
Staff Members on

Work Ethics & Interpersonal Skills at Work

Date : 20.12.2024 | Time : 01.30 PM to 03.30 PM

Venue : AV Hall



Facilitator

Dr. Merlin Mythili Nelson

Director, Teaching and Learning Centre





V. Dilip Kumar Jain Anand Singhvi Dr. M. Inbavalli
President Secretary Principal

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Vaniyambadi - 635 751

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MARUDHAR KESARI JAIN COLLEGE FOR WOMEN VANIYAMBADI

INTERNAL QUALITY ASSURANCE CELL (IQAC) & FACULTY DEVELOPMENT CELL

organizes

Training Programme
For Non Teaching Staff MKJC
On

Work Ethics and interpersonal Skills at Work

DATE: 20.12.2024 & 21.12.2024

AGENDA

Resource Person

: Dr. Merlin Mythili Nelson

Director Teaching Learning Center

Marudhar Kesari Jain College for Women,

Vaniyambadi

S.No	Title	Timings
	Session for Administrative and Technical and Technical Staff:	
1	1.Basics of Documentation and Record Keeping 2.Professional Ethics 3.Stress Management	1.30 pm to 3.30 pm
	4.Interpersonal Skills in handling Students and Parents.	
2	Session for Drivers: 1.Roles and Responsibilities 2.Interpersonal Communication with other	10.30 am to 12.30 pm
	Employees, Students and Parents 3.Stress Management	
3	Session for Housekeeping Staff: 1.Roles and Responsibilities 2.Interpersonal Skills to Communicate with other	
	Employees, Students and Parents 3.Stress Management	1.30 pm to 3.30 pm
	4.Sharing is Caring and how to remain motivated at Work.	4

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Work Ethics and Interpersonal Skills at Work

Activity Report

Title	Work Ethics and Interpersonal Skills at work				
Organized By	Internal Quality Assurance Cell (IQAC)				
Type of Activity	ity Training Programme				
Level	Institutional				
Date	20.12.2024 & 21.12.2024	Time	02.00pm -3.40 pm		
Venue	Audio Visual Hall	Mode	Offline		
Resource Person Details	Dr. Merlin Mythili Nelson Director Teaching Learning Center Marudhar Kesari Jain College for Women, Vaniyambadi.				
Objective of the Programme	ective of the To enable the Non-Teaching Staff to appreciate the role of Work Ethics				
Internal Participants Count	137	External Participan Count			

Summary

The training programme titled "Work Ethics and Interpersonal Skills at Work" was organized for the non-teaching staff to foster a professional and harmonious work environment. The sessions emphasized key aspects such as ethical behavior, time management, and multitasking, all crucial for enhancing workplace productivity. The participants were introduced to the importance of upholding ethical principles, including honesty, accountability, and respect, in their daily responsibilities. Through engaging discussions and practical examples, the session highlighted how ethical behavior contributes to a positive and trustworthy campus culture, ensuring smooth and effective operations.

One of the session highlights was the screening of a classic Charlie Chaplin film, used innovatively to illustrate the concept of time management. The film's scenes were analyzed to draw lessons on prioritizing tasks, managing time efficiently, and avoiding procrastination. Additionally, integrity and effective communication were demonstrated through interactive activities, where staff members interpreted different scenarios to showcase how clear and respectful communication fosters trust and collaboration. The training concluded with participants committing to applying these skills in their work, paving the way for a more cohesive and efficient workplace. Feedback from attendees indicated that the program was both enjoyable and insightful, leaving a lasting impression on their professional outlook.

Outcome of the Programme

The participants came to know about

1. The roles and responsibilities as support staff.

PRINCIPAL Marudhar Kesari Jain College for Women Vaniyambadi - 635 751 2. Appreciating the need for meticulous documentation and record keeping.

3. The importance of professional ethics.

4. The importance of interpersonal skills and managing stress while dealing with other employees, parents and students.

FD Co Ordinator

IQAC- Director

Principal



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Work Ethics and Interpersonal Skills at Work PHOTOS









