



**Marudhar Kesari Jain College for Women(Autonomous)**

(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



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**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** President  
**Anand Singhvi** Secretary  
**Dr. M. Inbavalli** Principal

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Marudhar Kesari Jain College  
for Women  
Vaniyambadi - 635 751

www.mkjc.in



**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
1	<b>Session for Administrative and Technical and Technical Staff:</b> 1.Basics of Documentation and Record Keeping 2.Professional Ethics 3.Stress Management 4.Interpersonal Skills in handling Students and Parents.	1.30 pm to 3.30 pm
2	<b>Session for Drivers:</b> 1.Roles and Responsibilities 2.Interpersonal Communication with other Employees, Students and Parents 3.Stress Management	10.30 am to 12.30 pm
3	<b>Session for Housekeeping Staff:</b> 1.Roles and Responsibilities 2.Interpersonal Skills to Communicate with other Employees, Students and Parents 3.Stress Management 4.Sharing is Caring and how to remain motivated at Work.	1.30 pm to 3.30 pm

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on

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	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	To enable the Non-Teaching Staff to appreciate the role of Work Ethics and Interpersonal Skills in cultivating an amicable and productive work environment. To provide critical insights into the important support role of non-teaching staff in effective academic administration.		
Internal Participants Count	137	External Participants 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.

*[Signature]*

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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.

  
21/12/24  
FDC Co Ordinator

  
IQAC- Director

  
Principal





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**PHOTOS**





  
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