SPONSORSHIP CERTIFICATE

Mr./Ms./Dr……………….................is an employee of our institution and he/she is hereby sponsored for the Staff Development Programme on Effective Office Management on 27th and 28th May 2022 at College of Engineering Karunagappally. The applicant would be permitted to attend the course, if selected.

Signature of sponsoring authority

Place   :

Date   :   Official Seal

ADDRESS FOR CORRESPONDENCE

Sunitha K Cherian
Senior Superintendent
College of Engineering Karunagappally
Thodiyoor Post-690523
Mob: 9495143997

ABOUT THE INSTITUTION

College of Engineering Karunagappally, (Govt. of Kerala, Managed by IHRD), started functioning in the year 2000. The college is affiliated to APJ Abdul Kalam Technological University (KTU) and recognized by All India Council For Technical Education(AICTE). The College offers UG and PG programmes including NBA Accredited programmes in engineering. It is situated in a picturesque campus of 21 Acres with beautiful flora and fauna, which is only 4 km away from Karunagappally town and 30 km from Kollam city.

REGISTRATION

The registration is open to all administrative staff members of Govt./Aided/ Govt-Cost sharing institutions. Registration form can be downloaded from http://www.ceknpy.ac.in. The duly filled soft copy of the form should be sent to the email address of the coordinator on or before 25-05-2022. The sponsorship certificate shall be produced at the time of registration

CO-ORDINATOR

Sunitha K Cherian
Senior Superintendent
Mob: 9495143997
Email: office@ceknpy.ac.in

STAFF DEVELOPMENT PROGRAMME
On
Effective Office Management
27th and 28th May 2022
Under
Technical Education Quality Improvement Programme (TEQIP) Phase II

Organized by
Administrative Office
College of Engineering Karunagappally
(Govt. of Kerala, Managed by IHRD
Thodiyoor P. O. , Kollam-690523
KERALA, INDIA, Ph:0476-2665935,
www.ceknpy.ac.in
B.Tech Progrmmes (EC,CSE,EEE & ME)

TA, FOOD AND ACCOMMODATION

No TA/DA/Accommodation will be provided to any participant. However, hotel/hostel accommodation can be arranged on payment basis on prior intimation, if needed. Working lunch, tea and snacks will be provided for all participants during the dates of the training programme.

REGISTRATION FEE

A fee of Rs.500/- (Five Hundred Only) has to be paid by staff members of TEQIP institutions. No registration fee is payable by staff members of non TEQIP institutions.

DATES TO REMEMBER

Last date of registration : 25/05/2022

Date of selection intimation : 26/05/2022

Date of commencement of
 programme : 27/05/2022

Venue : Seminar Hall, CEK

COURSE CONTENT

- Motivation
- Customer Relation Management Strategy
- Leave Rules, File Keeping, Disposal etc

RESOURCE PERSONS

- Ajithkumar Ramaswamy (Mentor)
- Sudeep Menon (Certified Trainer)
- Rajan Nair (Service Expert)

College of Engineering, Karunagappally
TEQIP II Sponsored SDP
on
Effective Office Management
27th and 28th May 2022

REGISTRATION FORM

Name :

DOB :
Designation :

Institution
Type : Govt/Aided/ Govt-Cost Sharing

Address for
Communication:

Phone Office :
Mobile :
Email :
Qualification :
Experience :
Food Preference : Veg/Non Veg

Declaration

The details furnished above are true to the best of my knowledge and belief. If selected, I agree to abide by the rules and regulations of the training programme and shall attend the course

Place: Signature of Applicant

Date: