



## **SNM COLLEGE, MALIANKARA**

**(Affiliated to Mahatma Gandhi University, Kottayam)**

**1.Title of the Programme: Administrative Capacity Enhancement Programme for Non-Teaching Staff**

**2.Name of Coordinator: Dr E C Baiju, Ms Nitha A U**

**3.Club/Cell: IQAC**

**4.Date : 25/02/2023**

**5.Number of Participants: 14**

**6.Venue : Zoology Lab**

**7.Resource Person: Sri Sajith Dhanapal, Sri Sudharshana Babu**

**8.Objective of the Programme: To enable the non – teaching faculty to improve their skills and to give awareness on the service rules.**

IQAC, SNM College, Maliankara organized faculty training programme for the non- teaching faculty of the institution to enhance or develop the skills for the smooth handling of the clerical or the official procedures of the institution. The programme comprised of two sessions. The first session was led by Sri Sajith Dhanapal, Senior Superintendent, Govt Arts and Science College, Vypin. The second session was handled by Sri Sudharshana Babu, Senior Superintendent (Rtd), Directorate of Collegiate Education, Ernakulam. The session proved to be effective for the non -teaching faculty as they could get a framework of the Kerala Service Rules.

### **9.Outcome of the Event**

The sessions were beneficial for the non- teaching faculty as they could get a framework of the Kerala Service Rules and the official procedures of administration of the institution. The session was effective to develop skills necessary for employment.



## ADMINISTRATIVE CAPACITY ENHANCEMENT PROGRAMME FOR NON-TEACHING STAFF

organized by

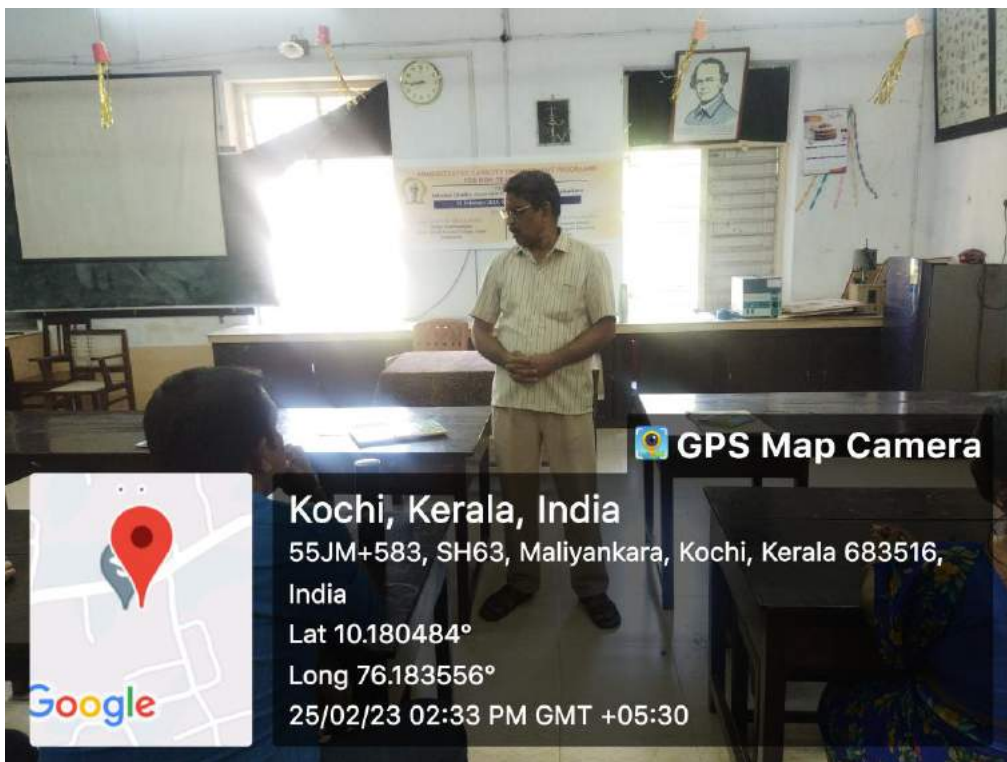
Internal Quality Assurance Cell, S.N.M. College, Maliankara

25 February 2023, Saturday at 10:00 a.m.


### Resource Persons

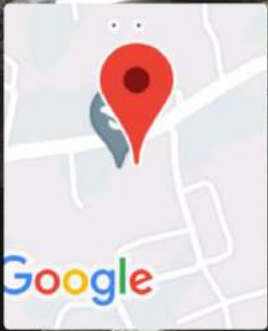
**Sri. SAJITH DHANAPAL**  
Senior Superintendent  
Govt. Arts & Science College, Vypin  
Ernakulam

**Sri. SUDHARSHANA BABU**  
Senior Superintendent (Retd.)  
Directorate of Collegiate Education  
Ernakulam





 **GPS Map Camera**



**Kochi, Kerala, India**

55JM+583, SH63, Maliyankara, Kochi, Kerala 683516,  
India

Lat 10.180504°

Long 76.183531°

25/02/23 02:34 PM GMT +05:30

25/02/2023

Administrative Capacity Enhancement Programme  
for Non-teaching staff

List of participants

Sl no	Name of the staff	Name of the Institute	Signature
1.	Sajith Dhanapal	Govt Arts & Science College Senior Superintendent	
2.	Madhu M.C (CHA)	SVM P.C Thottankun	
3.	P.R. Robert - Clerk	SNMC Mahamburam	
4.	Dr. Baiji - ECC (RAI Co-ordinator)	SNMC, Malankar	
5.	N.H.A.U (NABAC co-ordinator)	"	
6.	Shankumar. M.A	"	
7.	Nikhil Kumar P. - Lr. J.S. Staff.	"	
8.	Shaji. K.S. L.D. Clerk	SNMC Training College	
9.	Sudish Kumar.	SNMC, Malialang	
10.	Ambar. M.P.	"	
11.	Krishna Sultana P.M	"	
12.	Jaikishan. C.S.	"	
13.	Leena. T.G	"	
14.	Sudansu Babu. M.K.	Govt P.O. Pdt. Kallupuram	
15.	Dhanitha. A.S	SNMC MALANKARA	
16.	Alina S. (S/E)	"	