



St. Joseph's College of Arts and Science for Women

(Affiliated to Periyar University, Salem)

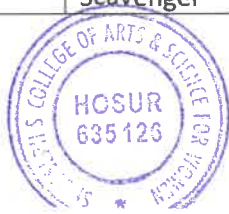
An ISO 9001:2015 Certified Institution

Recognised U/s 2(f) and 12(B) of the UGC Act

Mookandapalli, SIPCOT, Hosur - 635 126

2019-2020(Non-Teaching Staff)

year	Name of the participant	Designation	Title of the FDP /MDP/ professional development / administrative training program	Dates (from-to) (DD-MM-YYYY)
2019-20	Mrs. AMALAPUSHPAM	Admin Asst.	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. MARY JANCY RANI	Admin Asst.	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. N. BALAKRISHNAN	Admin Asst.	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. G. DHANALAKSHMI	Admin Asst.	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. KANCHANA	Admin Asst.	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. S.SUGANTHI	Admin Asst.	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. SIVARANJANI	Admin Asst.	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. K. NETHRAVATHI	Admin Asst.	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. IRUDAYA MARY	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. N. CHITHRA	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. K.OBAMMA	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. G.PUTTAMMA	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. UNNAMALAI	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. G.LAKSHMI	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. AGILA	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs.M. PUTTAMMA	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. C. SIVAKANTHA	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. A. ANNAMARY	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. P. SULOCHANA	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. SUMATHI	House Keeping	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mrs. MAGESHWARI	Scavenger	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019



ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE FOR WOMEN



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2019-20	Mrs. KALA	Scavenger	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. A. RAMESH	Driver	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. SRINIVASAN	Driver	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. V.MANJU	Driver	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. BALU	Driver	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. C. HARISH	Driver	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. CHENNERAPPA	Driver	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. G. CHANDRAPPA	Driver	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. SHEKAR	Driver	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. BAIRAPPA	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. K.VENKATESH	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. PRAKASH	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. RAJENDRACHARI	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. SASIKUMAR	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. K. GOVINDARAJ	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. VENKATESH	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. SIVAJI RAO	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. SIVAPPA	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	Mr. T. MADESAN	Van Driver	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	MR. RAMARAJ	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	MR. KRISHNACHARI	Conductor	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019
2019-20	MS. V. SHRAVANI	Lab Asst (Phy)	Language Skills in Real Life Scenarios	17.06.2019 - 21.06.2019



PRINCIPAL

ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN

Mookandapalli, Sipcot,
HOSUR - 635 126, Krishnagiri - Dist.

PERMISSION LETTER

Date: 10/06/2019

From

IQAC co-ordinator

St. Joseph's College of Arts & Science for Women,
Hosur- 635126.

To

The Principal,
St. Joseph's College of Arts & Science for Women,
Hosur- 635126.

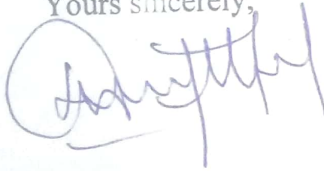
Respected Sister,

Subject: Permission for Faculty Development Program Reg:-

We would like to request your permission to conduct **Faculty Development Program** for Non-Teaching Staff from 17/06/2019 to 21/06/2019. So, kindly grant us permission and take necessary assistance to arrange program successfully in our college .

Thank you,

Yours sincerely,



S. Arockiarani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN
Meekandapalli, Sipcot,
HOSUR - 635 126, Krishnagiri - Dist.



St. JOSEPH'S COLLEGE OF ARTS & SCIENCE
FOR WOMEN, HOSUR

Organized by
Internal Quality Assurance Cell (IQAC)

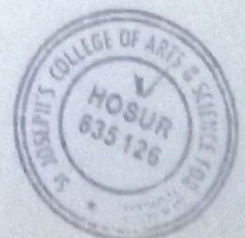
**Five- Day Non- Teaching Staff Development Programme
ON
Language Skills in Real Life Scenarios**

17.06.2019 TO 21.06.2019

TIME: 10:00 AM

Guest of Honor

**PRINCIPAL
REV. SR. DR. AROCKIYA RANI**





ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to Periyar University, Salem)
Mookandapalli, Sipcot, Hosur – 635126

**Report for Five Days Faculty Development Program for Non-Teaching Staff
on "Language Skills in Real-Life Scenarios" Organized By IQAC**

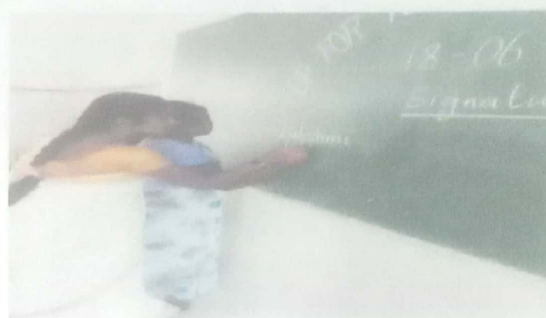
Internal Quality Assurance Cell of St. Joseph's College of Arts and Science for Women, organized a five-days Faculty Development Programme for Non-Teaching Staff on "Language Skills in Real-Life Scenarios" From 17th June 2019 to 21st June 2019. There are 43 Non-Teaching Staff members participated in the Non-Teaching Staff FDP.

On June 17, 2019, Mrs. Anjalin, Assistant Professor, Department of English, St. Joseph's College of Arts and Science For Women, Hosur, conduct a faculty development program for non-teaching staff, concentrating on improving spoken English skills. The session aimed to boost participants' confidence in verbal communication through practical exercises and real-world scenarios. Mrs. Anjalin's expertise fostered a constructive learning environment, equipping staff with valuable spoken English proficiency for diverse workplace interactions.



On June 18, 2019, Ms. E.Vinodhini Assistant Professor, Department of English, St. Joseph's College of Arts and Science For

Women, Hosur, conducted a faculty development program for non-teaching staff, focusing on writing practice in English. The session aimed to enhance participants' written communication skills, emphasizing clarity, coherence, and professionalism in written correspondence. Practical exercises and constructive feedback were provided to empower staff in effective written communication within the workplace.



On June 19, 2019, Mrs. Monisha Assistant Professor, Department of English, St. Joseph's College of Arts and Science For Women, Hosur, spearheaded a faculty development program for non-teaching staff, focusing on communicative English. The session aimed to refine participants' ability to convey ideas effectively. Through interactive activities and discussions, Mrs. Monisha facilitated a dynamic learning experience, empowering staff with essential skills for clear and impactful communication in professional settings.



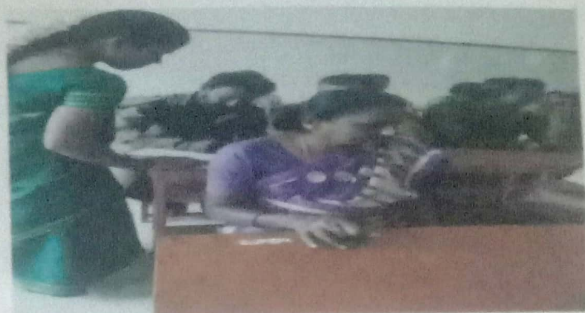


On June 20th 2019, Mrs. Kanimozhi, Assistant Professor, Department of Tamil, St. Joseph's College of Arts and Science For Women, Hosur, conducted a faculty development program for non-teaching staff, emphasizing spoken Tamil skills. The session aimed to enhance participants' ability to communicate effectively in the Tamil language. Through practical exercises and engaging activities, Mrs. Kanimozhi facilitated a constructive learning environment, fostering proficiency in spoken Tamil for diverse workplace interactions.



On June 21, 2019, Mrs. Sanguvathi, Assistant Professor, Department of Tamil, St. Joseph's College of Arts and Science For Women, Hosur, led a faculty development program for non-teaching staff, focusing on writing practice in Tamil. The session aimed to refine participants' written communication skills emphasizing clarity and professionalism. Through practical exercises and personalized feedback, Mrs. Sanguvathi empowered staff to enhance

their proficiency in written Tamil for effective workplace correspondence.



At the end of the session a faculty development program addressed handwriting practice in Tamil and English for non-teaching staff. The session aimed to improve legibility and presentation. Through hands-on exercises, participants honed their writing skills in both languages, fostering clear and professional communication in their daily work.



C. Arockiarani

Signature of the Principal

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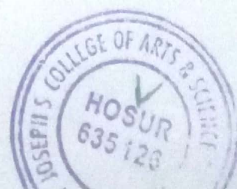


[Signature]
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Meekandapalli, Sipcot,
HOSUR - 535 126, Krishnagiri-Dist




ATTEDENCE SHEET

S.NO	NAME OF THE STAFF	17/6/2019	18/6/2019	19/6/2019	20/6/2019	21/6/2019
1	Mrs. AMALAPUSHPAM	a	a	Amal	Amal	Amal
2	Mrs. MARY JANCY RANI	a	a	lyga	lyga	lyga
3	Mr. N. BALAKRISHNAN	N Balan	N Balan	N Balan	N Balan	N Balan
4	Mrs. G. DHANALAKSHMI	சுமந்தா	சுமந்தா	சுமந்தா	சுமந்தா	a
5	Mrs. KANCHANA	a	கந்தா	கந்தா	கந்தா	a
6	Mrs. S.SUGANTHI	Syly	Syly	Syly	Syly	Syly
7	Mrs. SIVARANJANI	SIVARA	a	SIVARA	SIVARA	SIVARAM
8	Mrs. K. NETHRAVATHI	NETHRA	NETHRA	NETHRA	NETHRA	NETHRA
9	Mrs. IRUDAYA MARY	a	சுமந்தா	சுமந்தா	a	சுமந்தா
10	Mrs. N. CHITHRA	N.சித்ரா	N.சித்ரா	N.சித்ரா	N.சித்ரா	N.சித்ரா
11	Mrs. K.OBAMMA	o	o	o	o	o
12	Mrs. G.PUTTAMMA	யுட்டம்	யுட்டம்	யுட்டம்	யுட்டம்	யுட்டம்
13	Mrs. UNNAMALAI	S. Unnamalai	a	S. Unnamalai	S. Unnamalai	S. Unnamalai
14	Mrs. G.LAKSHMI	லட்சுமி	லட்சுமி	லட்சுமி	லட்சுமி	லட்சுமி
15	Mrs. AGILA	அகிலா	அகிலா	அகிலா	அகிலா	அகிலா
16	Mrs.M. PUTTAMMA	யுட்டம்	யுட்டம்	யுட்டம்	யுட்டம்	யுட்டம்
17	Mrs. C. SIVAKANTHA	சிவகந்தா	சிவகந்தா	சிவகந்தா	சிவகந்தா	சிவகந்தா
18	Mrs. A. ANNAMARY	அனாமா	அனாமா	அனாமா	அனாமா	அனாமா
19	Mrs. P. SULOCHANA	சுலோகா	சுலோகா	சுலோகா	சுலோகா	சுலோகா
20	Mrs. SUMATHI	V. Sumathi	V. Sumathi	V. Sumathi	V. Sumathi	V. Sumathi
21	Mrs. MAGESHWARI	V. மகேஸ்வரி	V. மகேஸ்வரி	V. மகேஸ்வரி	V. மகேஸ்வரி	V. மகேஸ்வரி
22	Mrs. KALA	கலா	கலா	கலா	கலா	கலா



S.NO	NAME OF THE STAFF	17/6/2019	18/6/2019	19/6/2019	20/6/2019	21/6/2019
23	Mr. A. RAMESH	Ar	Ar	Ar	Ar	Ar
24	Mr. SRINIVASAN	SR	SR	SR	SR	SR
25	Mr. V.MANJU	Man	Man	Man	Man	Man
26	Mr. BALU	B	B	B	B	B
27	Mr. C. HARISH	H	H	H	H	H
28	Mr. CHENNERAPPA	Ch	Ch	Ch	Ch	Ch
29	Mr. G. CHANDRAPPA	Ch	Ch	Ch	Ch	Ch
30	Mr. SHEKAR	S	S	S	S	S
31	Mr. BAIRAPPA	B	B	B	B	B
32	Mr. K.VENKATESH	KV	KV	KV	KV	KV
33	Mr. PRAKASH	P	P	P	P	P
34	Mr. RAJENDRACHARI	R	R	R	R	R
35	Mr. SASIKUMAR	S	S	S	S	S
36	Mr. K. GOVINDARAJ	G	G	G	G	G
37	Mr. VENKATESH	KV	KV	KV	KV	KV
38	Mr. SIVAJI RAO	S	S	S	S	S
39	Mr. SIVAPPA	S	S	S	S	S
40	Mr. T. MADESAN	M	M	M	M	M
41	MR. RAMARAJ	M	M	M	M	M
42	MR. KRISHNACHARI	K	K	K	K	K
43	MS.V.SHRAVANI	SHRAVANI	SHRAVANI	SHRAVANI	SHRAVANI	SHRAVANI




 PRINCIPAL
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S. Anockiarani
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 HOSUR - 635 126, Krishnagiri - Dist.





ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN, HOSUR

CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT

Mrs. AMALAPUSHPAM

of St. Joseph's College of Arts and Science for Women, Hosur

HAS PARTICIPATED IN A FIVE-DAY FDP- "LANGUAGE SKILLS IN REAL-LIFE SCENARIOS" ORGANIZED BY IQAC
FROM 17.06.2019 TO 21.06.2019

Dr. Dhina Suresh
IQAC-Coordinator

Rev. Sr. Dr. Arockia Rani
Principal



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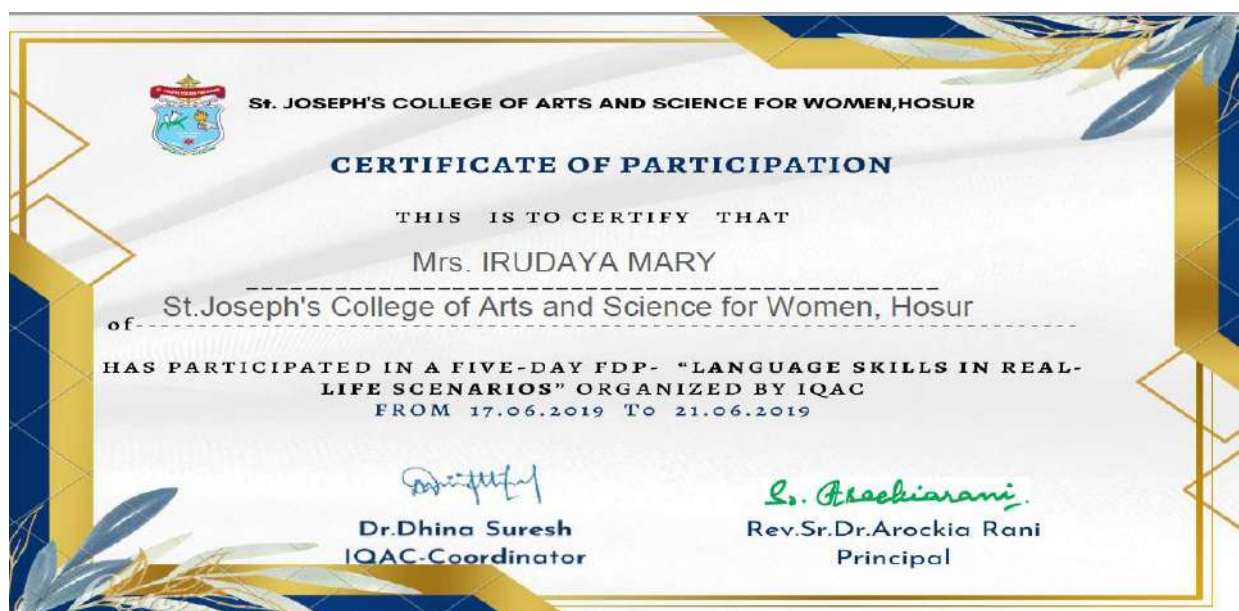
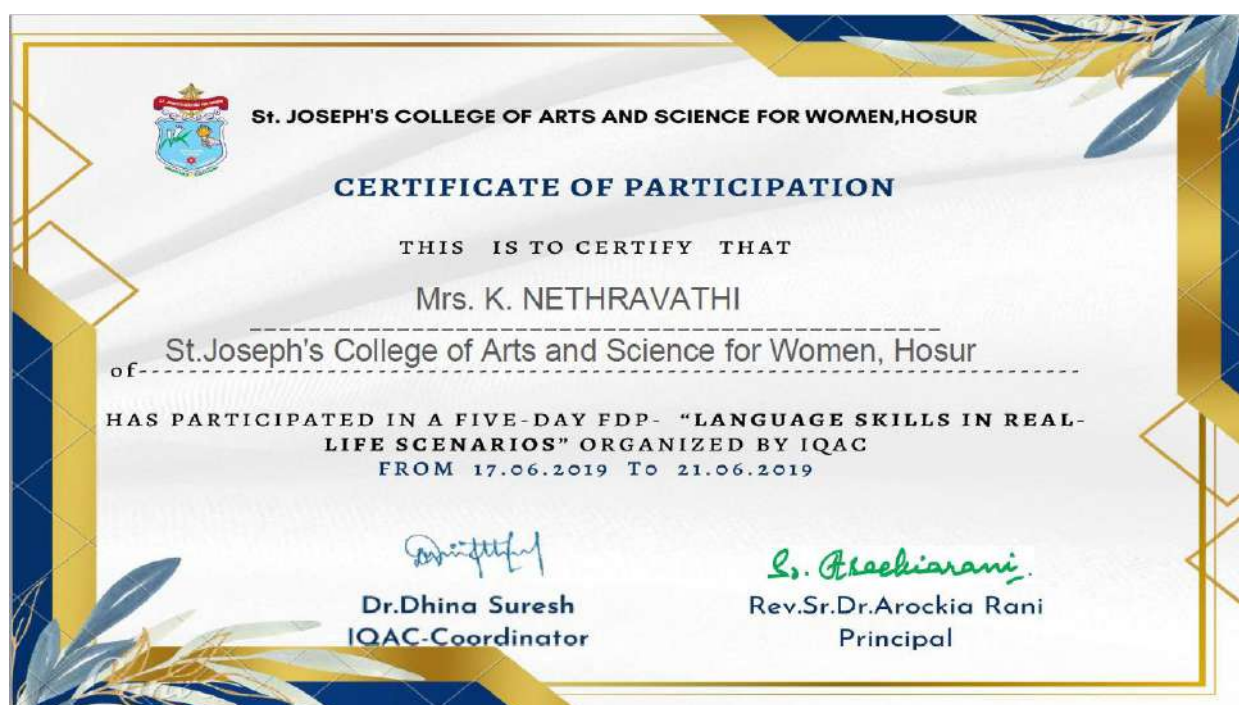
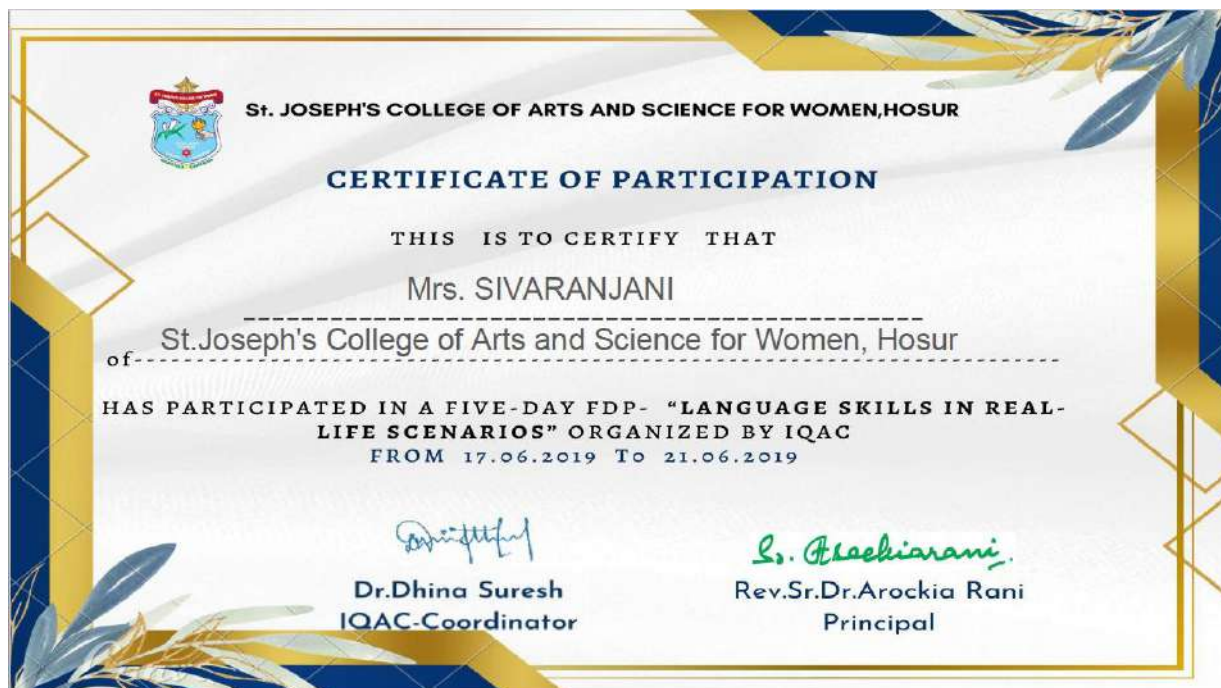
Mrs. S. SUGANTHI

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Rev. Sr. Dr. Arockia Rani
Principal



St. JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN, HOSUR

CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT

Mrs. SUMATHI

of St. Joseph's College of Arts and Science for Women, Hosur

HAS PARTICIPATED IN A FIVE-DAY FDP- "LANGUAGE SKILLS IN REAL-LIFE SCENARIOS" ORGANIZED BY IQAC
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Mrs. MAGESHWARI

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THIS IS TO CERTIFY THAT

Mrs. KALA

of St. Joseph's College of Arts and Science for Women, Hosur

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