



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

## PERMISSION LETTER

FROM

Mr.R.Pradap  
Head of the Department of Business Administration  
RAAK Arts and Science College,  
Perambai – 605110

TO

The Principal,  
RAAK Arts and Science College,  
Perambai – 605110

Respected Sir,

**SUB:** Requisition for conducting administrative training program on Professional Development - Reg.

This is bringing to your kind notice that we have planned to conduct a administrative training program on Professional Development for Non-teaching staff. This course is very useful for staff to develop their knowledge about their future. So, I kindly request you to, permits us to conduct the above said on 27-03-2018

Thanking you

Place: Perambai

Date: 24.03.2018

Yours Faithfully



*Jan.*  
**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.



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RAAK/ ADP/18-19/209

Date: 24.03.2018

## CIRCULAR

All Non-Teaching staff is hereby informed that an Administrative Development Programme on "Professional Development" will be held on 27<sup>th</sup> To 28<sup>th</sup> March 2018 at 9:30 AM in the Auditorium.

**Note: Attendance is compulsory for the same.**

*A. M. N. S.*  
PRINCIPAL

**PRINCIPAL  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.**

### COPY TO:

- Chairman
- Secretary
- Administrative Officer
- Circular Board/Office

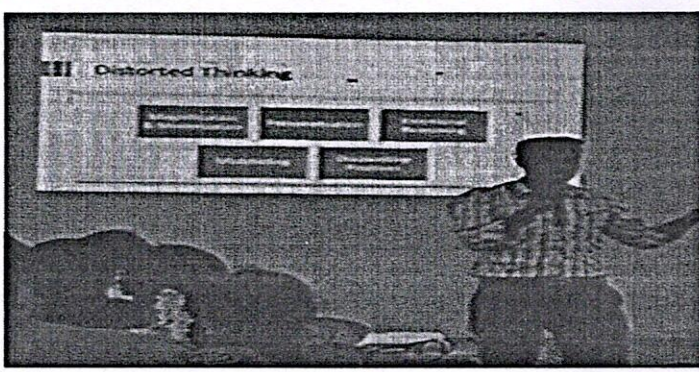


*Jan*  
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Activity Report	
Academic Year	2018-19
Category	Administrative Training Program
Name of the Activity	PROFESSIONAL DEVELOPMENT
Participants	Non-Teaching Staff
Date	27-03-2018 & 28-03-2018
Venue	College Campus
No of Participants	9
Brief Report	<p>In this workshop all Non-teaching staff members were trained "Professional Development". Professional development refers to continuing education and career training after a person has entered the workforce in order to help them develop new skills, stay up-to-date on current trends, and advance their career.</p>
Photographs	



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## ADMINISTRATIVE TRAINING PROGRAMME ATTENDANCE

### "PROFESSIONAL DEVELOPMENT"

2018-2019

S.NO	STAFF NAME	27.03.2018	28.03.2018
1	Mrs.ANITHA	Anitha	Anitha
2	Ms.VETRI SELVI	Vetri Selvi	Vetri Selvi
3	Mr.MURUGANANTHAM	Murugan	Murugan
4	Ms.EZHILARASI	Ezhilarasi	Ezhilarasi
5	Ms.ILLAKIYA	Illakiya	Illakiya
6	Mrs.SHANMUGA PRIYA	Shanmuga Priya	Shanmuga Priya
7	Mr.A.MOHAMED JAKRIA	A. Mohamed Jakria	A. Mohamed Jakria
8	Mrs.MALLIGA	Malliga	Malliga
9	Mr.SAKKARAPANI	Sakkara Pani	Sakkara Pani

  
CO-ORDINATOR





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# CERTIFICATE OF PARTICIPATION

This is to certify that Dr/Mr/Ms. SAKKARAPANT has participated in the Administrative training Program on "PROFESSIONAL DEVELOPMENT" from 27-03-2018 to 28-03-2018 organised by RAAK Arts and Science College.

S. R. J.  
CONVENOR

A. M. Harand No 2.  
PRINCIPAL



*Jan.*

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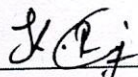


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# CERTIFICATE OF PARTICIPATION

This is to certify that Dr/Mr/Ms/Mrs. MALLIQA has participated in the Administrative training Program on "PROFESSIONAL DEVELOPMENT" from 27-03-2018 to 28-03-2018 organised by RAAK Arts and Science College.



CONVENOR



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This is to certify that Dr/Mr/Ms-----A. MOHAMED JAKRIA----- has participated in the Administrative training Program on "PROFESSIONAL DEVELOPMENT" from 27-03-2018 to 28-03-2018 organised by RAAK Arts and Science College.

K. E.  
CONVENOR

A. Mohamed No. 2.  
PRINCIPAL



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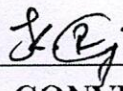


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This is to certify that Dr/Mr/Ms SHANMUGA PRIYA has participated in the Administrative training Program on "PROFESSIONAL DEVELOPMENT" from 27-03-2018 to 28-03-2018 organised by RAAK Arts and Science College.



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This is to certify that Dr/Mr/Ms ILLAKIYA has participated in the Administrative training Program on "PROFESSIONAL DEVELOPMENT" from 27-03-2018 to 28-03-2018 organised by RAAK Arts and Science College.

J. R.  
CONVENOR

A. M. H. N. S.  
PRINCIPAL



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This is to certify that Dr/Mr/Ms EZHILRASI has participated in the Administrative training Program on "PROFESSIONAL DEVELOPMENT" from 27-03-2018 to 28-03-2018 organised by RAAK Arts and Science College.

S. E.

CONVENOR

A. Mohamed Noor.

PRINCIPAL



Jana.

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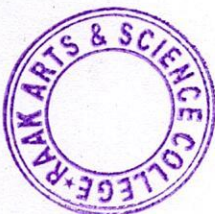
This is to certify that Dr/Mr/Ms MURUGANANTHAM has participated in the Administrative training Program on "PROFESSIONAL DEVELOPMENT" from 27-03-2018 to 28-03-2018 organised by RAAK Arts and Science College.

*K. G.*

CONVENOR

*A. M. Harand Na 2.*

PRINCIPAL



*Jan.*

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This is to certify that Dr/Mr/Ms VETRI SELVI has participated in the Administrative training Program on "PROFESSIONAL DEVELOPMENT" from 27-03-2018 to 28-03-2018 organised by RAAK Arts and Science College.

*K. E.*

CONVENOR

*A. M. Hamed No 2.*

PRINCIPAL



*Jan.*

PRINCIPAL

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This is to certify that Dr/Mr/Ms ANITHA has participated in the Administrative training Program on "PROFESSIONAL DEVELOPMENT" from 27-03-2018 to 28-03-2018 organised by RAAK Arts and Science College.

*J. P. J.*

CONVENOR

*A. Mohamed Noor*

PRINCIPAL



*J. P. J.*

PRINCIPAL

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