



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore
Recognized under section 2(f) of the UGC Act, 1956

PERMISSION LETTER

FROM

Mrs.A.Sangeetha
Head of the Department of Commerce (CS)
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 Effective Team Building- Reg.

This is bringing to your kind notice that we have planned to conduct a administrative training program on Effective Team Building 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 09-01-2019

Thanking you

Place: Perambai

Date: 05.01.2019

Yours Faithfully

A. Sangeetha



Jan

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RAAK/ ADP/19-20/215

Date: 05.01.2019

CIRCULAR

All Non-Teaching staff is hereby informed that an Administrative Development Programme on "Effective Team Building" will be held on 09th To 10th January 2019 at 9:30 AM in the Auditorium.

Note: Attendance is compulsory for the same.

A. M. Harish Na. S.
PRINCIPAL

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COPY TO:

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



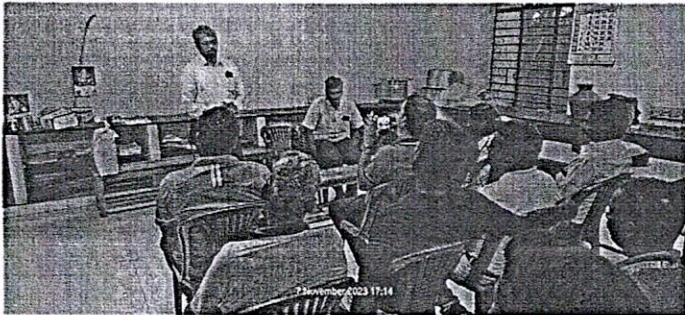
John

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Activity Report	
Academic Year	2019-2020
Category	Administrative Training Program
Name of the Activity	EFFECTIVE TEAM BUILDING
Participants	Non-Teaching Staff
Date	09-01-2019 & 10-01-2019
Venue	College Campus
No of Participants	9
Brief Report	<p>In this workshop all Non-teaching staff members were trained “Effective Team Building”. Team building is an ongoing process that helps a work group evolves into a cohesive unit. The team members not only share expectations for accomplishing group tasks, but trust and support one another and respect one another's individual differences.</p>
Photographs	



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ADMINISTRATIVE TRAINING PROGRAMME ATTENDANCE

"EFFECTIVE TEAM BUILDING"

2019-2020

S.NO	STAFF NAME	09.01.2019	10.01.2019
1	Mrs.ANITHA	Anitha	Anitha
2	Ms.VETRI SELVI	Vetse	Vetse
3	Mr.MURUGANANTHAM	Murugan	Murugan
4	Ms.EZHILARASI	Ezhil	Ezhil
5	Ms.ILLAKIYA	Illakiya	Illakiya
6	Mrs.SHANMUGA PRIYA	Shanmuga	Shanmuga
7	Mrs.MALLIGA	Malliga	Malliga
8	Mr.VEERAPPAN	Veerappan	Veerappan
9	Mr.A.MOHAMED JAKRIA	Mohamed	Mohamed

A. Sanguis
CO-ORDINATOR



Jay.
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CERTIFICATE OF PARTICIPATION

This is to certify that Dr/Mr/Ms A. MOHAMED JAKRIA has participated in the Administrative training Program on "EFFECTIVE TEAM BUILDING" from 09-01-2019 to 10-01-2019 organised by RAAK Arts and Science College.

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This is to certify that Dr/Mr/Ms VEERAPPAN has participated in the Administrative training Program on "EFFECTIVE TEAM BUILDING" from 09-01-2019 to 10-01-2019 organised by RAAK Arts and Science College.

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CERTIFICATE OF PARTICIPATION

This is to certify that Dr/Mr/Ms MYS. MALLIGA has participated in the Administrative training Program on "EFFECTIVE TEAM BUILDING" from 09-01-2019 to 10-01-2019 organised by RAAK Arts and Science College.

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CERTIFICATE OF PARTICIPATION

This is to certify that Dr/Mr/Ms Mrs. SANMUGA PRIYA has participated in the Administrative training Program on "EFFECTIVE TEAM BUILDING" from 09-01-2019 to 10-01-2019 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 "EFFECTIVE TEAM BUILDING" from 09-01-2019 to 10-01-2019 organised by RAAK Arts and Science College.

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This is to certify that Dr/Mr/Ms EZHILARASI has participated in the Administrative training Program on "EFFECTIVE TEAM BUILDING" from 09-01-2019 to 10-01-2019 organised by RAAK Arts and Science College.

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This is to certify that Dr/Mr/Ms MURUGANANTHAM has participated in the Administrative training Program on "EFFECTIVE TEAM BUILDING" from 09-01-2019 to 10-01-2019 organised by RAAK Arts and Science College.

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This is to certify that Dr/Mr/Ms-----VETRI SELVI----- has participated in the Administrative training Program on "EFFECTIVE TEAM BUILDING" from 09-01-2019 to 10-01-2019 organised by RAAK Arts and Science College.

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This is to certify that Dr/Mr/Ms Mrs. ANITHA has participated in the Administrative training Program on "EFFECTIVE TEAM BUILDING" from 09-01-2019 to 10-01-2019 organised by RAAK Arts and Science College.

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