



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University Chidambaram || An ISO 9001 2015 Certified Institution
Recognized under section 2(f) of the UGC Act. 1956

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 Stress and Time Management - Reg.

This is bringing to your kind notice that we have planned to conduct a administrative training program on Stress and Time Management 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 17-06-2021

Thanking you

Place: Perambai

Date: 14.06.2021

Yours Faithfully




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RAAK/ADP/21-22/202

Date: 14.06.2021

CIRCULAR

All Non-Teaching staff is hereby informed that an Administrative Development Programme on "Stress and Time Management" will be held on 17th To 18th June 2021 at 9:30 AM in the Auditorium.

Note: Attendance is compulsory for the same.

A. M. Harish Na 2.
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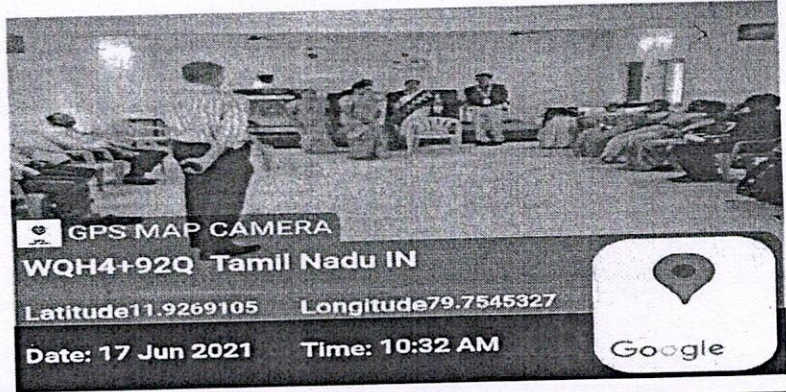
COPY TO:

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



Jay.
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Activity Report	
Academic Year	2021-22
Category	Administrative Training Program
Name of the Activity	STRESS AND TIME MANAGEMENT
Participants	Non-Teaching Staff
Date	17-06-2021 & 18-06-2021
Venue	College Campus
No of Participants	12
Brief Report	<p>In this workshop all Non-teaching staff members were trained "Stress and Time Management". Time management is a way to find the time for all the things you want and need to do. It helps you decide which things are urgent and which can wait. Learning how to manage your time, activities, and commitments can be hard. But doing so can make your life easier, less stressful, and more meaningful.</p>
Photographs	



John
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ADMINISTRATIVE TRAINING PROGRAMME ATTENDANCE

“STRESS AND TIME MANAGEMENT”

2021-2022

S.NO	STAFF NAME	17.06.2021	18.06.2021
1	Mrs.ANITHA	<i>Anitha</i>	<i>Anitha</i>
2	Ms.VETRI SELVI	<i>Vetri</i>	<i>Vetri</i>
3	Mr.MURUGANANTHAM	<i>Murugan</i>	<i>Murugan</i>
4	Mrs.SHANMUGA PRIYA	<i>Shanmuga</i>	<i>Shanmuga</i>
5	Mrs.JEEVA	<i>Jeeva</i>	<i>Jeeva</i>
6	Mr.A.MOHAMED JAKRIA	<i>A. Jami</i>	<i>A. Jami</i>
7	Mr.MANOJ KUMAR	<i>Manoj</i>	<i>Manoj</i>
8	Ms.ARUNA	<i>Aruna</i>	<i>Aruna</i>
9	Ms.PUNITHA	<i>Punitha</i>	<i>Punitha</i>
10	Mrs.MALLIGA	<i>Malliga</i>	<i>Malliga</i>
11	Mr.VEERAPPAN	<i>Veerappan</i>	<i>Veerappan</i>
12	Mrs.SURIYA	<i>Suriya</i>	<i>Suriya</i>

[Signature]
CO-ORDINATOR



[Signature]
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This is to certify that Dr/Mr/Ms- Mrs. ANITHA ----- has participated in the Administrative training Program on "STRESS AND TIME MANAGEMENT" from 17-06-2021 to 18-06-2021 organised by RAAK Arts and Science College.

S. V. J.
CONVENOR



A. M. Harand No 2.
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Jam.
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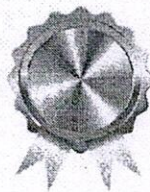
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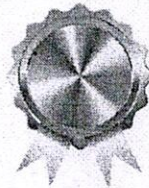
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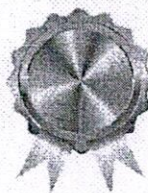
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This is to certify that ~~Dr/Mr/Ms~~ A. MOHAMED JAKRIB has participated in the Administrative training Program on "STRESS AND TIME MANAGEMENT" from 17-06-2021 to 18-06-2021 organised by RAAK Arts and Science College.


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This is to certify that Dr/Mr/Ms MANO S. KUMAR has participated in the Administrative training Program on "STRESS AND TIME MANAGEMENT" from 17-06-2021 to 18-06-2021 organised by RAAK Arts and Science College.


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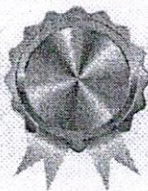
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This is to certify that Dr/Mr/Ms-----ARUNA----- has participated in the Administrative training Program on "STRESS AND TIME MANAGEMENT" from 17-06-2021 to 18-06-2021 organised by RAAK Arts and Science College.


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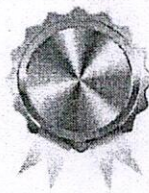
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This is to certify that Dr/Mr/Ms-----PUNITHA----- has participated in the Administrative training Program on “STRESS AND TIME MANAGEMENT” from 17-06-2021 to 18-06-2021 organised by RAAK Arts and Science College.


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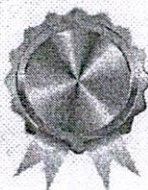
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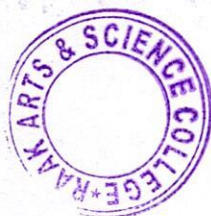
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This is to certify that Dr/Mr/Ms--MYS. MALLIGA----- has participated in the Administrative training Program on "STRESS AND TIME MANAGEMENT" from 17-06-2021 to 18-06-2021 organised by RAAK Arts and Science College.


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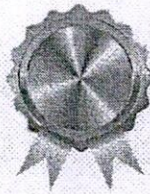
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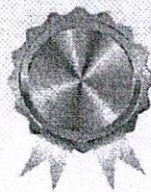
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