



RAAK ARTS AND SCIENCE COLLEGE

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Recognized under section 2(f) of the UGC Act, 1956

PERMISSION LETTER

FROM

Mr. A. Saravanan
Head of the Department of Mathematics
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 Ethics and Positive Attitude for Success in the Workplace - Reg.

This is bringing to your kind notice that we have planned to conduct an administrative training program on Ethics and Positive Attitude for Success in the Workplace for Non-teaching staff. This course is very useful for staff to develop their knowledge about their future. So, I kindly request you to permit us to conduct the above said on 24-08-2022

Thanking you

Place: Perambai

Date: 20.08.2022

Yours Faithfully

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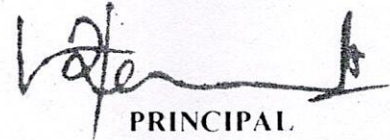
RAAK/ ADP/22-23/212

Date: 20.08.2022

CIRCULAR

All Non-Teaching staff is hereby informed that an Administrative Development Programme on "Ethics and Positive Attitude for Success in the Workplace" will be held on 24th To 25th August 2022 at 9:30 AM in the Auditorium.

Note: Attendance is compulsory for the same.


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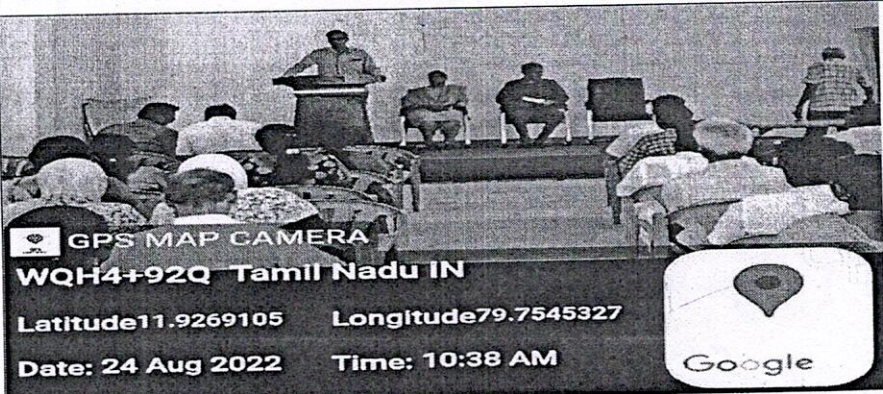

- Chairman
- Secretary
- Administrative Officer
- Circular Board/Office





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Activity Report	
Academic Year	2022-23
Category	Administrative Training Program
Name of the Activity	ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE
Participants	Non-Teaching Staff
Date	24-08-2022 & 25-08-2022
Venue	College Campus
No of Participants	15
Brief Report	<p>In this workshop all Non-teaching staff members were trained “Ethics and Positive Attitude for Success in the Workplace”. By keeping up a positive attitude, you become a more pleasant collaborator, which will help you build bonds with those around you. Meanwhile, a strong work ethic will ensure you carry your share of the workload. Your coworkers will appreciate that having you on the team means that their jobs get easier.</p>
Photographs	 <p>GPS MAP CAMERA WQH4+92Q Tamil Nadu IN Latitude 11.9269105 Longitude 79.7545327 Date: 24 Aug 2022 Time: 10:38 AM</p> 



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ADMINISTRATIVE TRAINING PROGRAMME ATTENDANCE

“ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE”

2022-2023

S.NO	STAFF NAME	24.08.2022	25.08.2022
1	Mrs.ANITHA		
2	Mr.JAYAKUMAR		
3	Mrs.RAJESWARI		
4	Mrs.FATHIMA		
5	Mr.MURUGANANTHAM		
6	Mrs.SHANMUGA PRIYA		
7	Ms.VIJAYALAKSHMI		
8	Mrs.RIHANA		
9	Mr.A.MOHAMED JAKRIA		
10	Mr.MANOJ KUMAR		
11	Mr.TAMILSELVAN		
12	Mrs.SURIYA		
13	Mrs.MALLIGA		
14	Mr.VEERAPPAN		
15	Mr.ANBARASU		

CO-ORDINATOR



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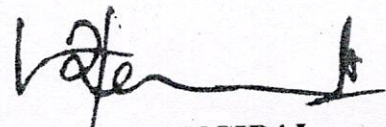
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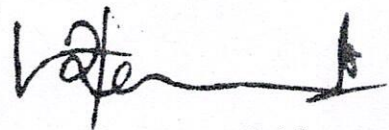
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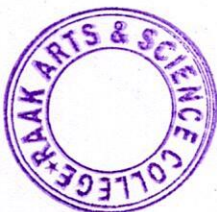
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This is to certify that Dr/Mr/Ms JAYA KUMAR has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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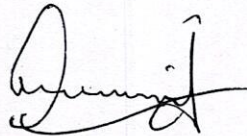



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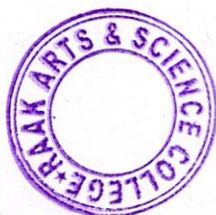
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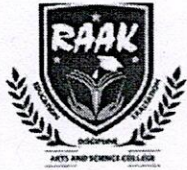
This is to certify that Dr/Mr/Ms-----MYS. FATHIMA----- has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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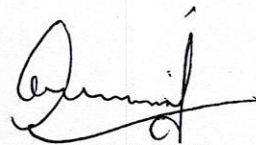


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This is to certify that Dr/Mr/Ms-----MURUGANATHAM----- has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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This is to certify that Dr/Mr/Ms MYS. SHANMUGA PRIYA has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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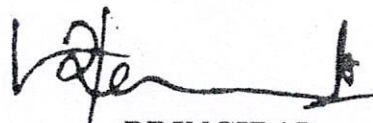
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This is to certify that Dr/Mr/Ms-----VISALA KSHAMI----- has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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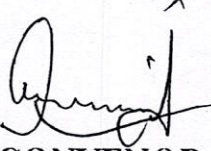



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This is to certify that Dr/Mr/Ms MYS. RIHANA has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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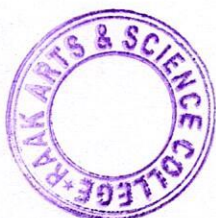
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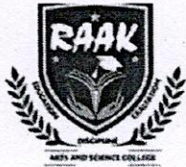
This is to certify that Dr/Mr/Ms---A. MOHAMED JAKRIA----- has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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This is to certify that ~~Dr~~/Mr/Ms-----MANDOS KUMAR----- has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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This is to certify that Dr/Mr/Ms TAMIL SELVAN has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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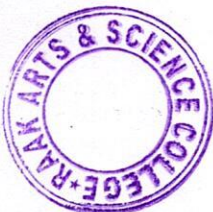
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This is to certify that Dr/Mr/Ms-MYS. SURIYA----- has participated in the Administrative training Program on “ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE” from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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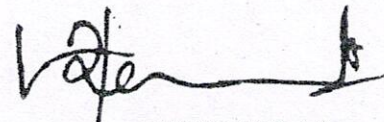
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This is to certify that Dr/Mr/Ms DRYS. MALLIKA has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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This is to certify that Dr/Mr/Ms-----VEERAPPAN----- has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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This is to certify that Dr/Mr/Ms ANBARASU has participated in the Administrative training Program on "ETHICS AND POSITIVE ATTITUDE FOR SUCCESS IN THE WORKPLACE" from 24-08-2022 to 25-08-2022 organised by RAAK Arts and Science College.


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