



**SACRED
HEART
COLLEGE**
Autonomous



Thevara, Kochi 682 013, Kerala, India, Tel: 0484-2663380, 2870500
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TRAINING ON ADMINISTRATIVE SOFTWARE

The IQAC of the college is organizing a training programme on administrative software. The programme is aimed at making the administrative staff well-versed in the applications of administrative software.

Resource Person : **Mr. Shifas K. B.**
Date : **21 May 2018**
Time : **3.00 to 5.00 pm**
Venue : **Hadrian Hall**

All the administrative staff should attend the programme.

Date : 18-05-2018

Place: Thevara


PRINCIPAL



INTERNAL QUALITY ASSURANCE CELL (IQAC)
SACRED HEART COLLEGE, THEVARA

Training Programme on Administrative Software

REPORT

Date: 21 May 2018

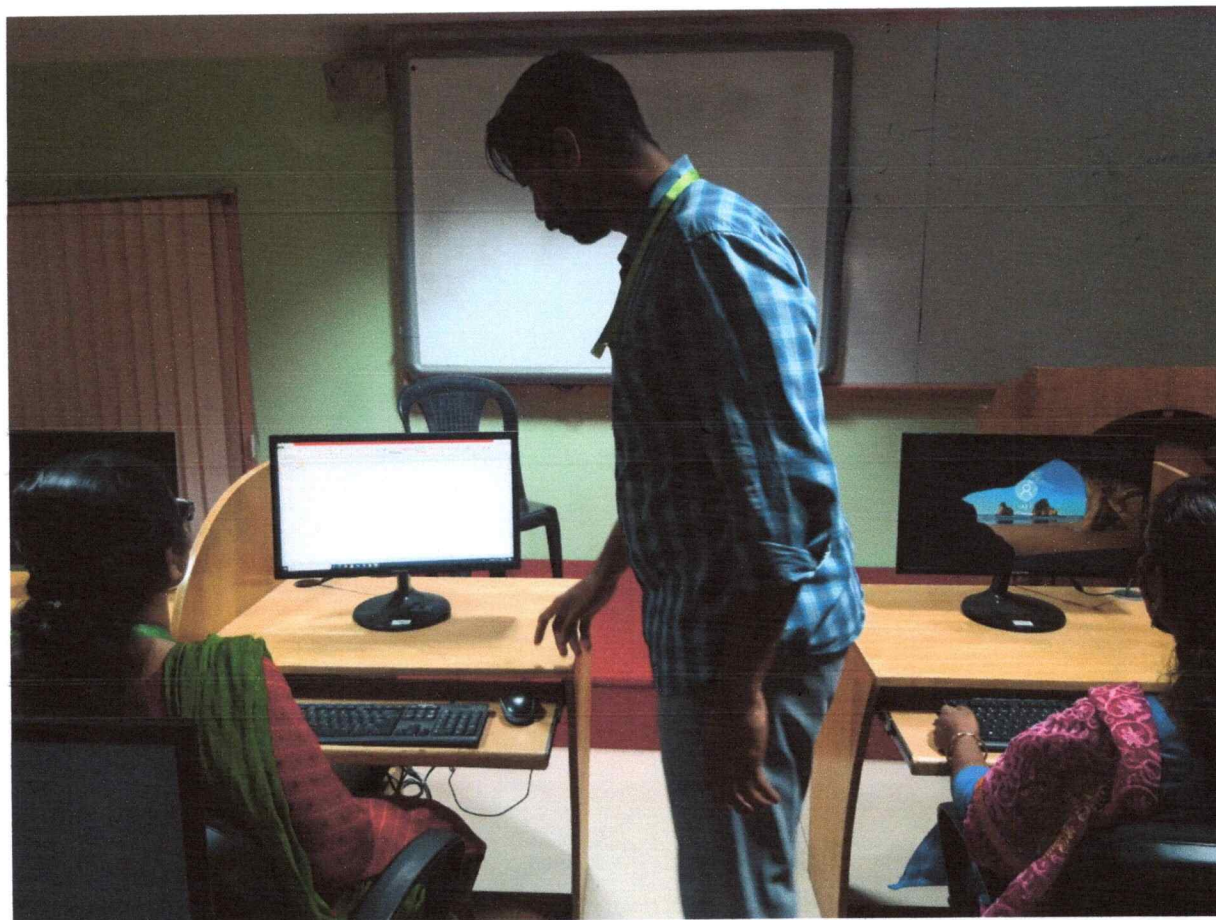
Time: 3.00 pm to 5.00 pm

IQAC of Sacred Heart College organized training programme on administrative software for the non-teaching staff. The objective of the program was to familiarize the staff about the operation of the administrative software. The college has an automated administrative process. The role of administrative staff has become more significant in handling the office process with the introduction of the software. The IQAC organized the training program in the light of the automation process.

Technical expert of the software Mr. Shifas A A led the training programme. He introduced all the fields in the software and explained various drop-down menu. Then the participants were given a hands-on experience in entering all the necessary data by a mock process.

Superintendent Mr. K. J. Joseph proposed the vote of thanks.

PHOTO



Mr. Shifas A A leading the Training on Administrative Software (21/05/2018)

INTERNAL QUALITY ASSUARANCE CELL (IQAC)

SACRED HEART COLLEGE, THEVARA


TRAINING ON ADMINISTRATIVE SOFTWARE

21 May 2018

LIST OF PARTICIPANTS

1. Mr. Joseph K. J.
2. Mr. Saju A. J.
3. Mr. Jose Mathew
4. Mr. Jude T. V.
5. Mr. Lukose K. J.
6. Mr. Johnson S. V.
7. Mr. Reji Joseph
8. Mr. Davies K. T.
9. Mr. Paulose Joseph
10. Mr. Paul K. A
11. Mr. M. V. Sebastian
12. Mrs. Divya Vinayan
13. Mr. George Thaddeus
14. Mr. Babu T A




Dr. Johnson X Palackappillil
Principal
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