

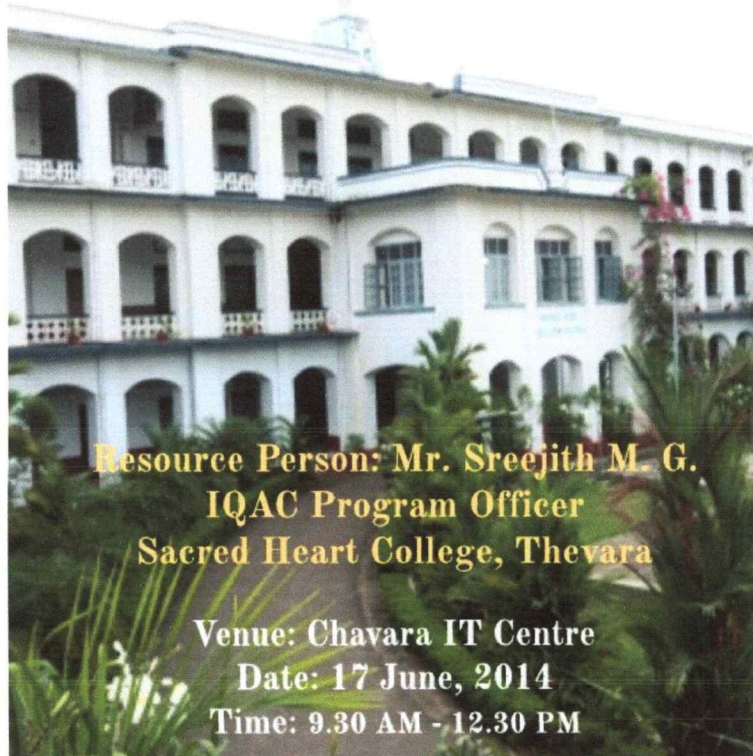
SACRED HEART COLLEGE, THEVARA
Training Programme on Office Automation

Date: 17th June, 2014

Time: 9.30 am to 12.30 pm

IQAC, Sacred Heart College (Autonomous), Thevara

Training on
Office Automation



REPORT

Background

Office automation refers to the collective hardware, software and processes that enable automation of the information processing and communication tasks in an organization. It involves using computers and software to digitize, store, process and communicate most routine tasks and processes in a standard office. Basically human intervention, inaccuracies, and errors would be less with office automation. In view of this IQAC of Sacred Heart College, Thevara organized a training programme on **Office Automation** for the administrative staffs of the college.

Inaugural Session

The program started with a silent prayer. Dr. K.M Johnson, IQAC coordinator of Sacred Heart College, Thevara welcomed the participants and the resource person. He introduced the resource person and spoke about the context of conducting the program. Rev. Fr. Prashant Palackappillil CMI, Principal, Sacred Heart College, inaugurated the program and delivered the inaugural address. The technical session was handled by Mr. Sreejith M. G., IQAC Programme officer, Sacred Heart College, Thevara.

Technical Session

In the technical session Mr. Sreejith explained about the office automation and how it helps the institution collect, manage, and analyze securely everyday tasks and processes. During his presentation he highlighted that a powerful office automation systems can reduce manual effort, errors and store a large amount of data in little space. He also pointed that office automation not only streamline day-to-day tasks but also speed up information retrieval. He also introduced various office automation tools that would make life in the office easier.

In the concluding session Mr. V. A. Jose Superintendent, Sacred Heart College, Thevara congratulated IQAC for organizing such program and on behalf of the administrative staff proposed vote of thanks to the resource person and the organizing committee.

PHOTO



Sri. Srejith M. G. introducing the Office Automation Softwares (17/06/2014)

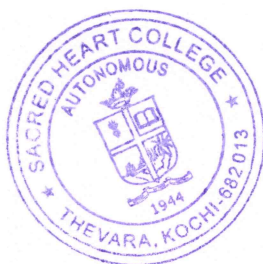
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

Training on Office Automation

17 June 2014

List of Participants

Sl. No.	Name
1.	Mr. A. L. Thomas
2.	Mr.Saju A J
3.	Mr. Reji Joseph
4.	Mr. George Thaddeus
5.	Mr. Johnson S. V.
6.	Mr. T. V. Jude
7.	Mr. Babu T A
8.	Mr. K. J. Lukose
9.	Mr. Jose Mathew
10.	Sr. Marykutty Joseph



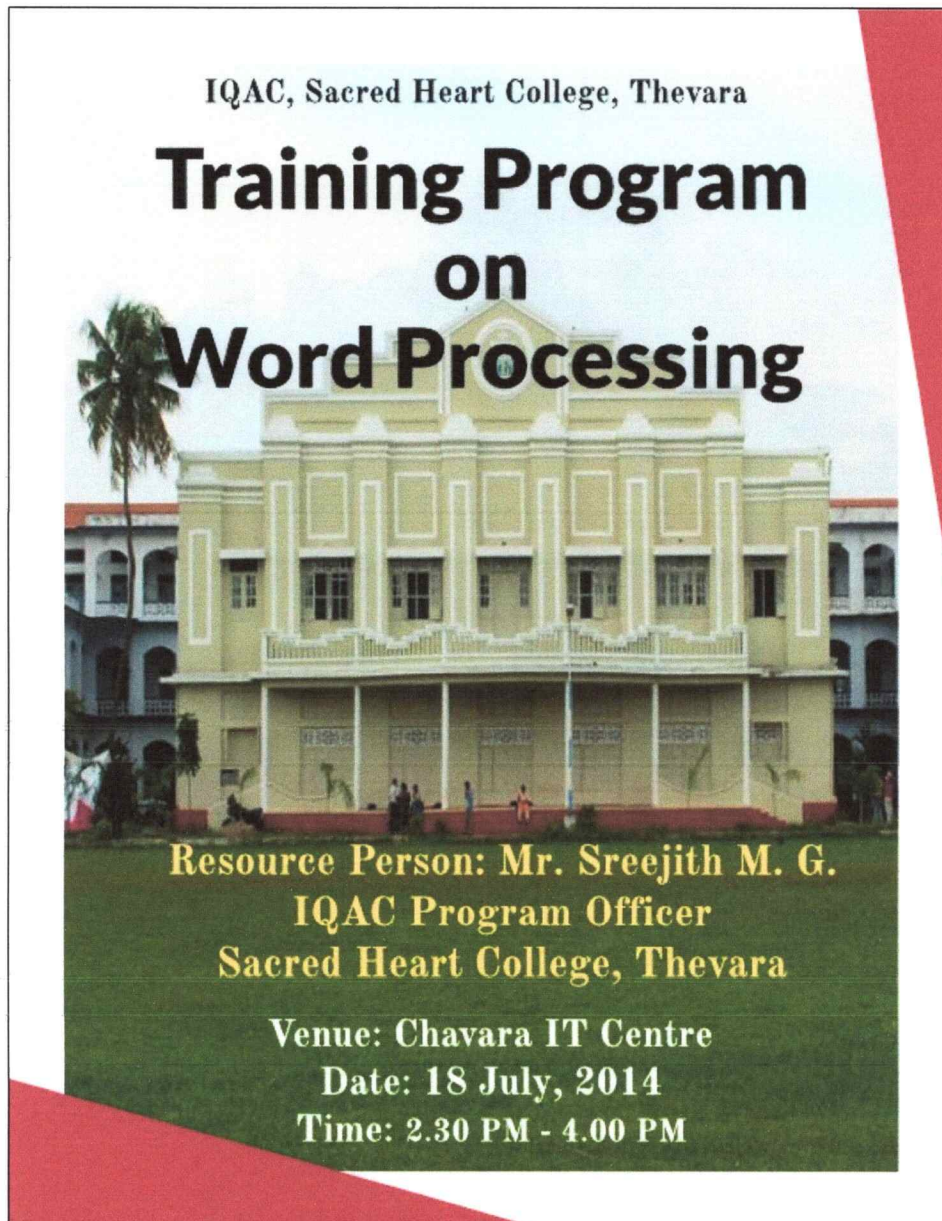

Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013

SACRED HEART COLLEGE, THEVARA

Training Programme on Word Processing

Date: 18th July, 2014

Time: 2.30 pm to 4.00 pm



IQAC, Sacred Heart College, Thevara

Training Program on Word Processing

**Resource Person: Mr. Sreejith M. G.
IQAC Program Officer
Sacred Heart College, Thevara**

**Venue: Chavara IT Centre
Date: 18 July, 2014
Time: 2.30 PM - 4.00 PM**

REPORT

Word processor is a software program capable of creating, editing storing, and printing typed documents. Today, the word processor is one of the most frequently used software programs on a computer, because of its versatility in creating a document, with Microsoft Word being the most popular word processor. In view of this IQAC of Sacred Heart College, Thevara organized a training programme on word processing for the administrative staffs of the college.

The program started with a silent prayer. Dr. Joseph T Moolayil, IQAC co-ordinator of Sacred Heart College, Thevara welcomed the participants and the resource person. The technical session was handled by Mr. Sreejith M. G., IQAC Programme officer, Sacred Heart College, Thevara.

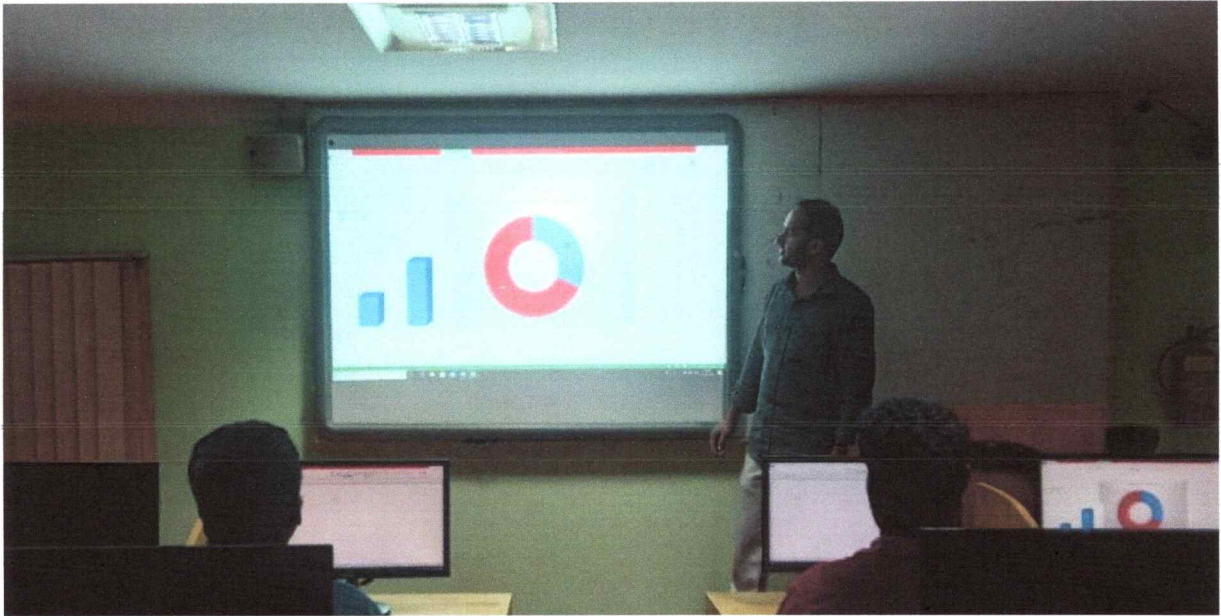
Technical Session

In the technical session Mr. Sreejith explained about the various existing word processing software such as google docs, Microsoft word pad etc. He then gave a detailed tutorial on the widely used word processing software 'Microsoft Word'. He explained the various components, features and advantages of Microsoft word processing software and urged the participants to explore the various applications in the software. He also pointed that by using word processing software it would not only help the storage of text in the computer which would reduce the space consumption but also we can protect the documents by setting passwords for the documents which would prevent unauthorized persons from viewing the documents.

12 Non-teaching staff participated in the training programme.

In the concluding session Mr. V. A. Jose, Superintendent, proposed vote of thanks to the resource person and the organizing committee.

PHOTO:



Sreejith M. G. demonstrating Word Processing (18/07/2014)

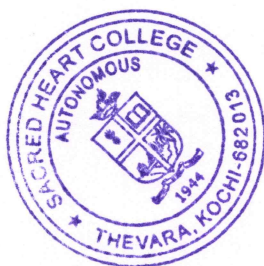
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

Training Programme on Word Processing

18 July 2014

List of Participants

Sl. No.	Name
1.	Mr. A. L. Thomas
2.	Mr.Saju A J
3.	Mr. Reji Joseph
4.	Mr. George Thaddeus
5.	Mr. Johnson S. V.
6.	Mr. T. V. Jude
7.	Mr. Babu T A
8.	Mr. K. J. Lukose
9.	Mr. Jose Mathew
10.	Sr. Marykutty Joseph
11.	Mr. V. A Jose
12.	Mrs. Simla K V



John
Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013

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

ORIENTATION ON EFFECTIVE COMMUNICATION SKILLS

20 MARCH 2015

BROCHURE

**ORIENTATION ON
EFFECTIVE COMMUNICATION SKILLS**

Resource Person
Mr. SEBASTIAN PANAKKAL

20 MARCH 2015

REPORT

IQAC of Sacred Heart College organized training programme for effective communication skills for the non-teaching staff. The objective of the program was to enrich the communication skills of administrative staff. Effective communication is vital for the successful and smooth functioning of the office. **Mr. Sebastian Panakkal** was the resource person for this training programme.

Representative of the non-teaching staff Mr. Saju A. J. welcomed the resource person and participants. IQAC co-ordinator Dr. Joseph T Moolayil highlighted the importance of this program in enriching the professional life of nonteaching staff.

The resource person Mr. Sebastian Panakkal is an established trainer for effective communication skills. As introduction, he said getting the message across in a way that is clear and coherent is a critical skill in the professional and personal life. This training identifies the necessary ingredients of any conversation. Learn to be a better communicator by exploring the communication process and how different communication styles affect your personal style. There were different model communications during the program inorder for the participants to get the idea of effective communication.

Sixteen non-teaching staff participated in the orientation programme.

Superintendent Mr. V. A. Jose proposed the vote of thanks.

PHOTO



Orientation Address by Mr. Sebastian Panakkal (20/03/2015)

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

Orientation on Effective Communication Skills

20 March 2015

List of Participants

Sl. No.	Name
1.	Mr. A. L. Thomas
2.	Mr. K. J. Lukose
3.	Mr. Jose Mathew
4.	Sr. Marykutty Joseph
5.	Mr. Bamdev Sharma
6.	Mr. P. M. Joseph
7.	Mr.Saju A J
8.	Mr. Reji Joseph
9.	Mr. George Thaddeus
10.	Mr. Johnson S. V.
11.	Mr. Nethra Bahadur Chetri
12.	Mr. T. V. Jude
13.	Mr. Babu T A
14.	Mr. A. D. Jose
15.	Mr. Mathew Uthuppu
16.	Mr. K. J. Kuriakose



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Principal
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