INTERNAL QUALITY ASSUARANCE CELL (IQAC)

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

TRAINING FOR EFFECTIVE COMMUNICATION SKILLS

18 NOVEMBER 2016

BROCHURE

TRAINING ON
EFFECTIVE COMMUNICATION SKILLS

Resource Person

BIJO N MATHEW
ASSISTANT PROFESSOR
DEPARTMENT OF ENGLISH

18 NOVEMBER 2016

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. Bijo N Mathew**, Assistant Professor in English, Sacred Heart College, Thevara was the resource person for this training programme.

    Representative of the non-teaching staff Mr. Davies K. T. welcomed the resource person and participants. IQAC co-ordinator Dr. Joseph T Moolayil highlighted the continuing efforts of IQAC to train the non-teaching staff on various aspects of their professional life.

    The resource person Mr. Bijo N Mathew 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.

    Mr. Babychan proposed the vote of thanks.

PHOTO

Mr. Bijo N Mathew delivering the training session on Effective Communication Skills (18/11/2016)
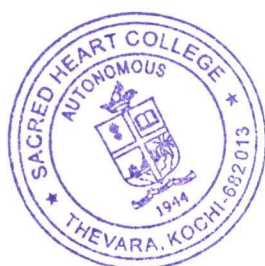
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA
Training for Non-teaching Staff

TRAINING FOR EFFECTIVE COMMUNICATION SKILLS
18 November 2016

LIST OF PARTICIPANTS

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

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

TRAINING ON ADMISSION SOFTWARE

24 APRIL 2017
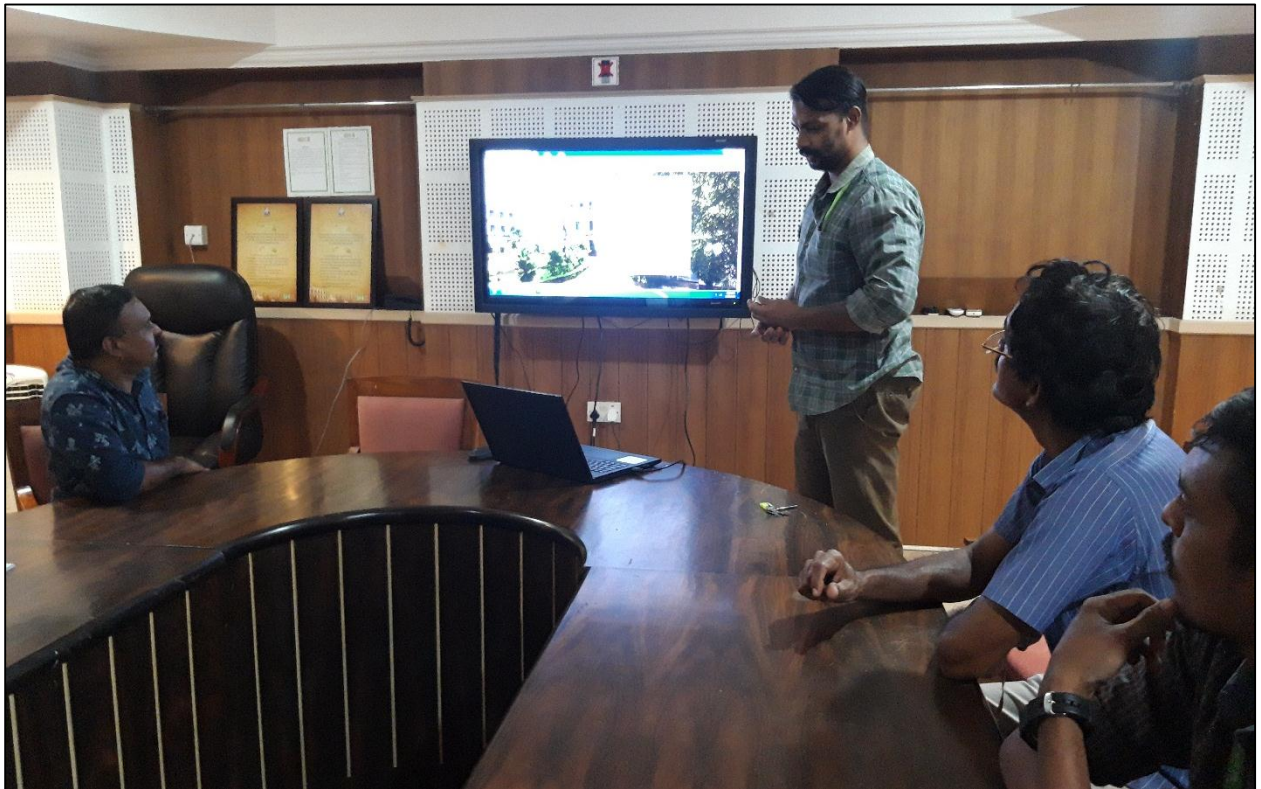

<u>**BROCHURE**</u>

REPORT

IQAC of Sacred Heart College organized training programme on admission software for the non-teaching staff. The objective of the program was to familiarize the staff in charge of admission process about the operation of the software. The college has an automated admission process since it became autonomous. The role of administrative staff has become more significant in handling the admission 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 admission process. The non-teaching staff in charge of admission process participated in the training.

Mr. K. J. Lukose proposed the vote of thanks.

PHOTO

**Mr. Shifas A A Offering Training to Non-Teaching Staff on Admission Software
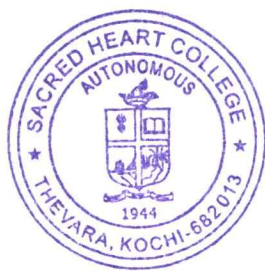(24 April 2017)**

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

Training for Non-teaching Staff

TRAINING ON ADMISSION SOFTWARE

24 April 2017

LIST OF PARTICIPANTS

Sl. No.	Name
1.	Mr. Johnson S. V.
2.	Mr. Lukose K. J.
3.	Mr. Davies K. T.
4.	Mr. Reji Joseph
5.	Sr. Marykutty Jospeh

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