

Pathamuttom  
01.12.2020

From

**Baiju K. Samuel**  
Asst. Manager and Executive Secretary to the Principal  
Saintgits College of Applied Sciences, Pathamuttom

To

**The Principal**  
Saintgits College of Applied Sciences, Pathamuttom

Sir

Sub:- Request to get sanction for conducting training session-Reg:-

This is to request you to kindly give sanction to conduct a training program for administrative staff on the subject " **Administrative Support to Educational Institutions**" on Saturday, 05,12.2020 in the Seminar Hall. Principal Dr. K. K. John, Saintgits College of Applied Sciences agreed to take the classes.

Kindly give sanction for the same.

Thanking you,

(Baiju K. Samuel)

*Pl. go ahead with the proposal*  
*Dr. K. K. John*  
*01/12/2020*



Dr. K. K. John  
Principal  
Saintgits College of Applied Sciences  
Kottukulam Hills, Pathamuttom P. O.  
Kottayam 686 532, Kerala





02.12.2020

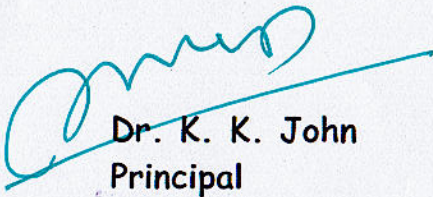
**NOTICE**

There will be a training programme on "**Administrative Support to Educational Institutions**" on Saturday, 05.12.2020 from 9.30 a.m. to 1.00 p.m. All the non-teaching staff members may attend the program without fail. Dr. K. K. John, Principal, Saintgits College of Applied Sciences will lead the session.

**Date : 05.12.2020**

**Time : 9.30 am to 1.00 pm**

**Venue: Seminar Hall**

  
**Dr. K. K. John**  
Principal

Dr. K. K. John  
Principal  
Saintgits College of Applied Sciences  
Kottukulam Hills, Pathamuttom P. O.  
Kottayam 686 532, Kerala



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Pathamuttom  
02.12.2020

From

**Baiju K. Samuel**  
Asst. Manager and Executive Secretary to the Principal  
Saintgits College of Applied Sciences, Pathamuttom

To

**The Principal**  
Saintgits College of Applied Sciences, Pathamuttom

Sir

Sub:- Request to get sanction for budget for training session-Reg:-

Ref: Your sanction dated 01.12.2020

With reference to the above, I would like to request you to sanction the below budget for the smooth conduct of the training program for administrative staff on the subject" **Administrative Support to Educational Institutions" on Saturday**" on 05.12.2020 in the Seminar Hall.

Sl. No.	Item	Amount	Remarks	Total
1	Tea	9	7 Nos.	63
2	Snacks	10	7 Nos.	70
	<b>Total</b>			<b>133</b>

Kindly approve

Thanking you,

(Baiju K. Samuel)

Dr. K. K. John  
Principal  
Saintgits College of Applied Sciences  
Kottukulam Hills, Pathamuttom P. O.  
Kottayam 686 532, Kerala



*Sanctioned*  
*[Signature]*  
02/12/2020





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# SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

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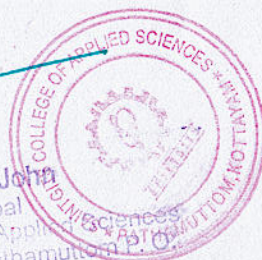
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## Profile of the Resource Person



Dr. K. K. John is working as the Principal of Saintgits College of Applied Sciences. He is from Changanassery, Kottayam. He has 34 years of experience in teaching field. Formerly he was working in St. Thomas College Pala in the Department of Commerce. Dr. K. K. John is a Scholar in Economics

Dr. K. K. John  
Principal  
Saintgits College of Applied Sciences  
Kottukulam Hills, Pathamuttom, Kottayam  
Kottayam 686 532, Kerala







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**SAINTGITS COLLEGE OF APPLIED SCIENCES  
PATHAMUTTOM, KOTTAYAM**

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**Training on "Administrative Support to Educational  
Institutions"**

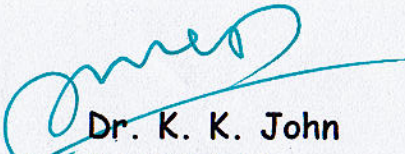
**Program Schedule**

Date : 05.12.2020

Time : 9.30 a.m.

Venue : Seminar Hall

1. Silent Prayer
2. Introduction of the trainer : Mrs. Jency Finel
3. Training session : Dr. K. K. John,  
Principal,  
Saintgits College of applied Sciences
4. Vote of thanks (1.00 p.m.) : Baiju K. Samuel  
Asst. Manager and  
Executive Secretary to Principal

  
**Dr. K. K. John**  
**PRINCIPAL**



Dr. K. K. John  
Principal  
Saintgits College of Applied Sciences  
Kottukulam Hills, Pathamuttom P. O.  
Kottayam 686 532, Kerala

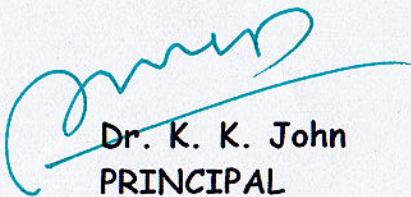




## REPORT ON TRAINING OF ADMINISTRATIVE STAFF 2020-21

A training programme for administrative staff was conducted on 05.12.2020 in "Administrative Support to Educational Institutions". Dr. K. K. John, Principal Saintgits College of Applied Sciences took the session. Mrs. Jency Finel, Saintgits College of Applied Sciences, introduced the trainer to the administrative staff and Mr. Baiju K. Samuel, Asst. Manager and Executive Secretary to The Principal, Saintgits College of Applied Sciences, delivered the vote of thanks.

This training was conducted in the Seminar Hall of the college. The works and supports expected from the administrative staff is well explained by the trainer. The session helped to improve the quality of administration.

  
Dr. K. K. John  
PRINCIPAL



Dr. K. K. John  
Principal  
Saintgits College of Applied Sciences  
Kottukulam Hills, Pathamuttom P. O.  
Kottayam 686 532, Kerala

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## Training course Feed Back form

Thank you for participating the training program on "Administrative Support to Educational Institutions". In order to improve our training course. We ask you to fill in this feed form.

### Basic information

Name : Bharghavi K. Samuel  
 Department : Others  
 Subject name : Administrative Support to Educational Institutions  
 Name of the trainer : Dr. K. K. P. J.  
 Date of training : 05/12/2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs	<input checked="" type="checkbox"/>				
Length of the training was sufficient	<input checked="" type="checkbox"/>				
Content was well organised	<input checked="" type="checkbox"/>				
Questions were encouraged		<input checked="" type="checkbox"/>			
Instructions were and understandable					
Training met my expectation	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
The presenter and presentations were effective		<input checked="" type="checkbox"/>			

What did you enjoy most today: Good presentations.

General Comments:

28/35

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## Training course Feed Back form

Thank you for participating the training program on "Administrative Support to Educational Institutions". In order to improve our training course. We ask you to fill in this feed form.

### Basic information

Name : JENCY MERIN JOY  
 Department : Office  
 Subject name : Administrative Support to Educational Institutions.  
 Name of the trainer : Dr. K. K John  
 Date of training : 05/12/2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs	✓				
Length of the training was sufficient		✓			
Content was well organised		✓			
Questions were encouraged		✓			
Instructions were and understandable	✓				
Training met my expectation	✓				
The presenter and presentations were effective	✓				

What did you enjoy most today:

General Comments: The way of presentation.

29/55

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## Training course Feed Back form

Thank you for participating the training program on "Administrative Support to Educational Institutions". In order to improve our training course. We ask you to fill in this feed form.

### Basic information

Name : TIMMY GEORGE  
 Department : OFFICE  
 Subject name : Administrative Support to Educational Institutions  
 Name of the trainer : Dr. K. K. John  
 Date of training : 05/12/2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs		✓			
Length of the training was sufficient		✓			
Content was well organised		✓			
Questions were encouraged		✓			
Instructions were and understandable		✓			
Training met my expectation		✓			
The presenter and presentations were effective		✓			

What did you enjoy most today: Practical Session (Activities)

General Comments:

21/35

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## Training course Feed Back form

Thank you for participating the training program on "Administrative Support to Educational Institutions". In order to improve our training course. We ask you to fill in this feed form.

### Basic information

Name : VINISHA RAJAN  
 Department : OFFICE  
 Subject name : Administrative Support to Educational Institutions  
 Name of the trainer : Dr. K.K John  
 Date of training : 5/12/2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs	✓				
Length of the training was sufficient	✓				
Content was well organised	✓				
Questions were encouraged		✓			
Instructions were and understandable	✓				
Training met my expectation		✓			
The presenter and presentations were effective	✓				

What did you enjoy most today:

General Comments: Good Practical Exercises & Real life 31/25

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## Training course Feed Back form

Thank you for participating the training program on "Administrative Support to Educational Institutions". In order to improve our training course. We ask you to fill in this feed form.

### Basic information

Name : MIDHUN. C. R.  
 Department : LIBRARY  
 Subject name : Administrative Support to Educational Institutions  
 Name of the trainer : Dr. K.K. JOHN  
 Date of training : 5-12-2020

Criteria	Strongly agree 5 marks	Agree 3 marks	Disagree 2 marks	Strongly disagree 1 marks	Not applicable
Training was relevant to my needs	✓				
Length of the training was sufficient	✓				
Content was well organised	✓				
Questions were encouraged	✓				
Instructions were and understandable		✓			
Training met my expectation		✓			
The presenter and presentations were effective	✓				

What did you enjoy most today:

General Comments:

*The training program was very informative*

*31/35*

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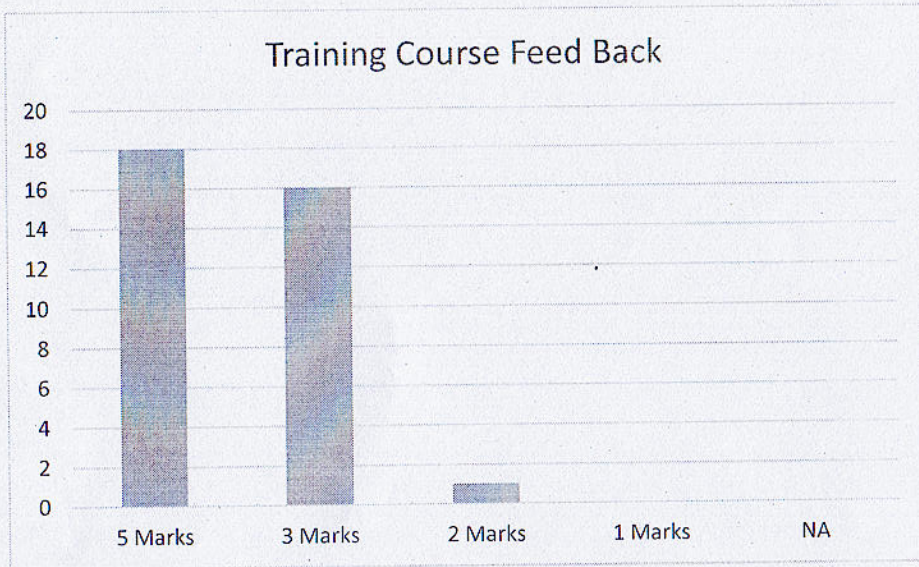
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**SAINTGITS COLLEGE OF APPIED SCIENCES, PATHAMUTTOM, KOTTAYAM**  
**TRAINING COURSE FEEDBACK FORM**  
 Training program on  
**"Administrative Support to Educational Institutions"**

05.12.2020

SL. No.	Marks obtained				
	5 Marks	3 Marks	2 Marks	1 Marks	NA
1	5 Marks	3 Marks	2 Marks	1 Marks	NA
2	18	16	1	0	0

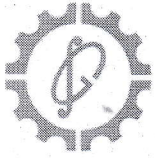


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 Principal  
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PATHAMUTTOM, KOTTAYAM**

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## **List of Participants**

### **Administrative staff Training Program 2020-21**

1. Baiju K. Samuel
2. Jency Merin Joy
3. Timmy George
4. Midhun C R
5. Vinitha Rajan