

Pathamuttom  
02.12.2021

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

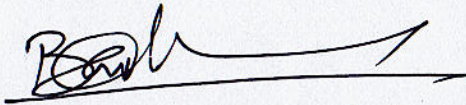
Sir

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 " **The effective and efficient completion of work on time**" on Friday, 10,12.2021 in the Seminar Hall. Associate Director, Prof. M. C. Joseph, Saintgits College of Applied Sciences agreed to take the classes.

Kindly give sanction for the same.

Thanking you,



(Baiju K. Samuel)

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



*Pl- Go ahead with your  
proposal  
02/12/2021*



02.12.2021

## NOTICE

There will be a training programme on "The effective and efficient completion of work on time" on Friday, 10.12.2021 from 1.30 p. m. to 4 p. m. All the non-teaching staff members may attend the program without fail. Prof. M. C. Joseph, Associate Director, Saintgits College of Applied Sciences will lead the session.

Date : 10.12.2021

Time : 1.30 p. m. to 4.00 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  
03.12.2020

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:-

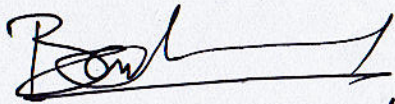
Ref: Your sanction dated 02.12.2021

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" **The effective and efficient completion of work on time**" on 10.12.2021 in the Seminar Hall.

Sl. No.	Item	Amount	Remarks	Total
1	Tea	10	7 Nos.	70
2	Snacks	10	7 Nos.	70
	<b>Total</b>			<b>140</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





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# SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

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## Profile of the Resource Person



Prof. M. C. Joseph is working as the Associate Director of Saintgits College of Applied Sciences. He is from Kanjikuzhy, Kottayam. He has 44 years of experience in teaching field. Formerly he was working in K. G. College Pampady, Kottayam as the Principal and also in the department of Commerce, Baselius College, Kottayam.



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



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

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**Training on "The effective and efficient completion of  
work on time"**

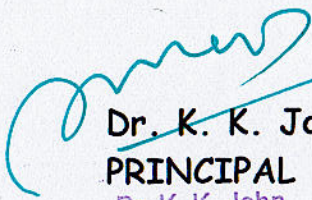
**Program Schedule**

Date : 10.12.2021

Time : 1.30 p.m.

Venue : Seminar Hall

1. Silent Prayer
2. Introduction of the trainer : Mr. Timmy George
3. Training session : Prof. M. C. Joseph  
Associate Director  
Saintgits College of Applied Sciences
4. Vote of thanks : Jency Finel  
(4.00 p.m.)

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

Dr. K. K. John  
Principal

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

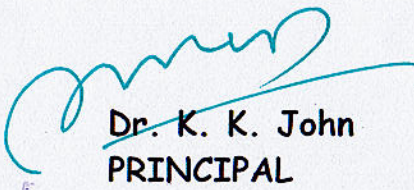




## REPORT ON TRAINING OF ADMINISTRATIVE STAFF 2021-22

A training programme for administrative staff was conducted on 05.12.2020 in "The effective and efficient completion of work on time". Prof. M. C. Joseph, Associate Director, Saintgits College of Applied Sciences took the session. Mr. Timmy George, Saintgits College of Applied Sciences, introduced the trainer to the administrative staff and Mrs. Jency Finel delivered the vote of thanks.

This training was conducted in the Seminar Hall of the college. The effective and efficient completion of work on time is well explained by the trainer, with so many examples in the light of his tremendous experiences. The session gave a wonderful experience to the non-teaching staff.



**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 "The effective and efficient completion of work on time". In order to improve our training course. We ask you to fill in this feed form.

### Basic information

Name : Baijin K. Samuel  
 Department : office  
 Subject name : The effective and efficient completion of work on time  
 Name of the trainer : Prof M.C. Joseph  
 Date of training : 10/12/2021

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: Authenticity

33  
35

General Comments:

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## Training course Feed Back form

Thank you for participating the training program on "The effective and efficient completion of work on time". 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 : The effective and efficient completion of work on time  
 Name of the trainer : Prof. M.C Joseph  
 Date of training : 10/12/2021

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: Name Sessions.

27/35

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## Training course Feed Back form

Thank you for participating the training program on "The effective and efficient completion of work on time". 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 : The Effective and efficient Completion of Work on time  
 Name of the trainer : Prof. M. C. Joseph  
 Date of training : 10/12/2021

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 (Games)

General Comments:

21  
35

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## Training course Feed Back form

Thank you for participating the training program on "The effective and efficient completion of work on time". 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 : The effective and efficient-completion of work on time  
 Name of the trainer : Prof. M.C Joseph  
 Date of training : 10/12/2021

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: *Nice to know theory & practice*  
*Good*

*31/35*

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## Training course Feed Back form

Thank you for participating the training program on "The effective and efficient completion of work on time". In order to improve our training course. We ask you to fill in this feed form.

### Basic information

Name : MIDHUN. CB  
 Department : LIBRARY  
 Subject name : The Effective & Efficient Completion of work on Time  
 Name of the trainer : Prof.M.C. JOSEPH  
 Date of training : 10-12-2021

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:

*It was very informative and helpful training program.*

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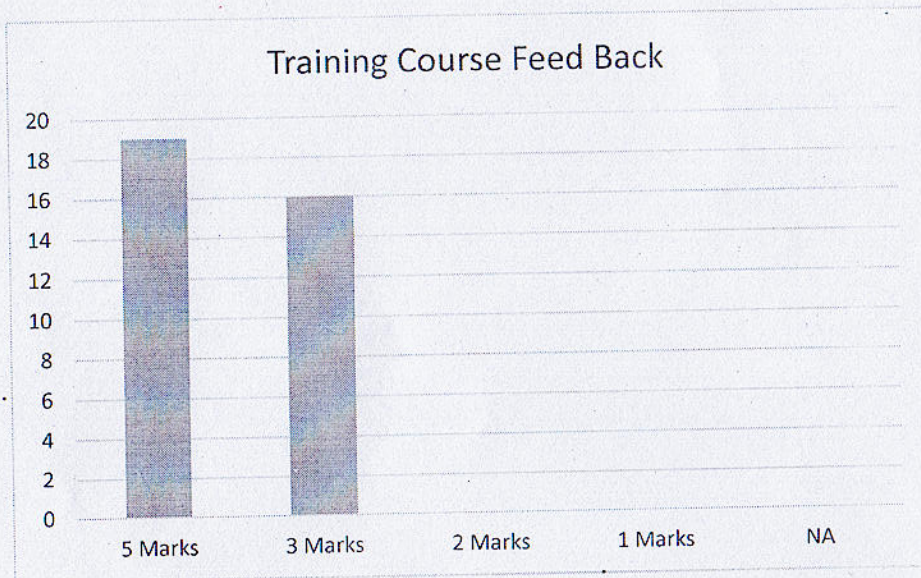
TRAINING COURSE FEEDBACK FORM

Training program on

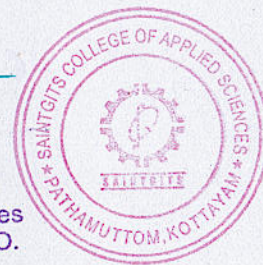
"The effective and efficient completion of work on time"

10.12.2021

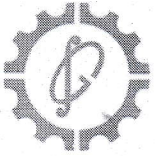
SL. No.	Marks obtained				
	5 Marks	3 Marks	2 Marks	1 Marks	NA
1	5 Marks	3 Marks	2 Marks	1 Marks	NA
2	19	16	0	0	0



Dr. K. K. John  
Principal  
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## **List of Participants**

### **Administrative staff Training Program 2021-22**

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