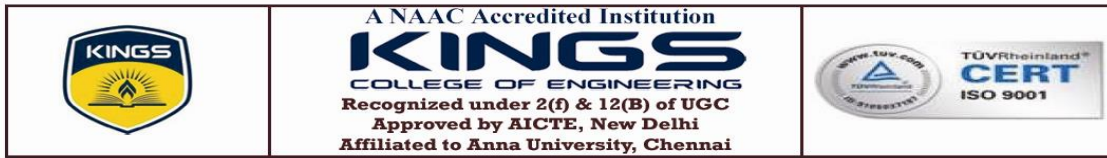


**6.3.3.1:TOTAL NUMBER OF PROFESSIONAL DEVELOPMENT/ ADMINISTRATIVE TRAINING PROGRAMMES ORGANIZED FOR NON TEACHING STAFFS.**

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6.3.3.1:TOTAL NUMBER OF PROFESSIONAL DEVELOPMENT/ ADMINISTRATIVE TRAINING PROGRAMMES ORGANIZED FOR NON TEACHING STAFFS.

**NON TEACHING STAFFS TRAINING PROGRAMMES DETAILS**

<b>YEAR 2019-20</b>		
Sl.No	Date	Programme Particulars
1.	10.12.2019-11.12.2019	How to Develop the Written Communication skills
2.	4.11.19-8.11.19	Measurement issues of laboratory & workshop class, <b>NITTR Kolkatta</b>
3.	29.7.19-2.8.19	Rural Development Through Technical Education, ICT2, 29.7.19-2.8.19 <b>NITTR Kolkatta</b>

<b>YEAR 2018-19</b>		
Sl.No	Date	Programme Particulars
1.	31.12.18-04.01.19	Problem Solving & Decision Making, <b>NITTR Kolkatta</b>

No. : ICT/2018 - 19/6385

# Certificate

*A. Parivallal*

*for having successfully completed the*  
Short Term Training Programme through ICT Mode on

**Problem Solving and Decision Making**

*organized by this Institute*

*from 31.12.2018 to 04.01.2019 [duration: 1 Week]*



NATIONAL INSTITUTE OF  
TECHNICAL TEACHERS'  
TRAINING AND  
RESEARCH, KOLKATA

(Established by the Ministry of Human  
Resource Development,  
Government of India)

*Suganya K. Saha*  
Programme Coordinator(s)

*Parivallal*  
Academic Coordinator

*Parivallal*  
Director

No. : ICT/2019-20/12294

# Certificate

Awarded to

**P. Suresh**

*for having successfully completed the*

Short Term Training Programme through ICT Mode on

**Management Issues of Laboratory and Workshop Class**

*organized by this Institute*

*from 04.11.2019 to 08.11.2019 [ duration: 1Week ]*



NATIONAL INSTITUTE OF  
TECHNICAL TEACHERS'  
TRAINING AND  
RESEARCH, KOLKATA

(Established by the Ministry of Human  
Resource Development,  
Government of India)

Programme Coordinator(s)

Academic Coordinator

Director



Department of English

12.12.2019

Report of a Two- day Workshop for the Office Staff

A Two-day workshop on “How to Develop the Written Communication skill” for our office staff members was organized at Pallava Hall in Kings College of Engineering between 10.12.2019 and 11.12.2019 by the Department of English.

Dr.R.Senguttuvan, Head/English welcomed the gathering. The workshop was inaugurated by Dr. R. Rajendran, The Secretary in the presence of Dr. J. Arputha Vijaya Selvi, Principal and Dr. S. Sivakumar, Vice Principal. In his inaugural speech, **Dr. R. Rajendran**,The secretary spoke on the salient features of communication especially English for the furtherance of our institution(Kings). **Dr. J. Arputha Vijaya Selvi**, Principal spoke the purpose of this workshop and informed the participants to make use of the workshop at the maximum level. **Dr. S. Sivakumar**, Vice Principal as a mentor, in his address he appreciated the Department of English for organizing such a program and also inculcated the First Session of the Program entitled “work ethics”.

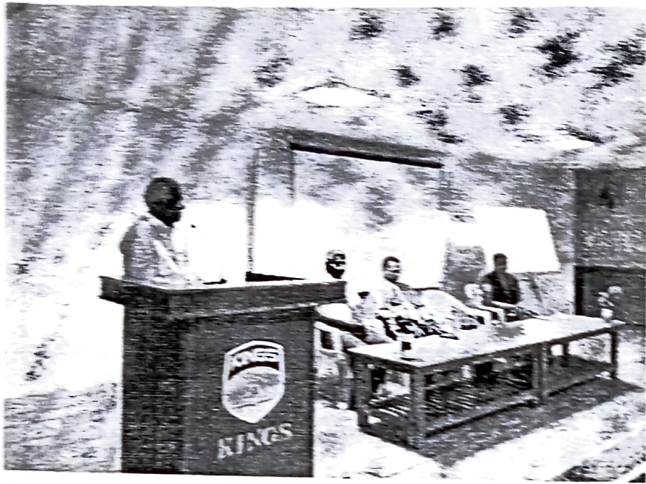
The second session of the workshop was presented by Dr.R.Senguttuvan, on “Written Communication (Through Letters/E-Mail/Memos)”. In the Third session, Mrs.C.Jansirani, made a presentation on “Parts of Speech and its uses”. Fourth Session was presented by Mr.K.Anandharaj on “Adjectives, Adverbs & Articles and their Role in official Communication”. gave necessary tips for learning English with the help of mother tongue.

In the Second day first session was handled by Dr.R.Senguttuvan, on “Radical features of Preposition”, brainstormed various Techniques on how one can recheck their errors while writing letters. The Second Session , Mr.P.Rajeshwaran delivered a lecture on “The Use of Reported Speech in daily Communication”. In each session many tasks including worksheets were given to the participants for their active participation. The program was winded up with Feed Back of the participants and Vice Principal’s valedictory address ended on an assurance of conducting future Programs for our staff.

Notice Board  
I - year.

J. Arputha Selvi  
12/12/19

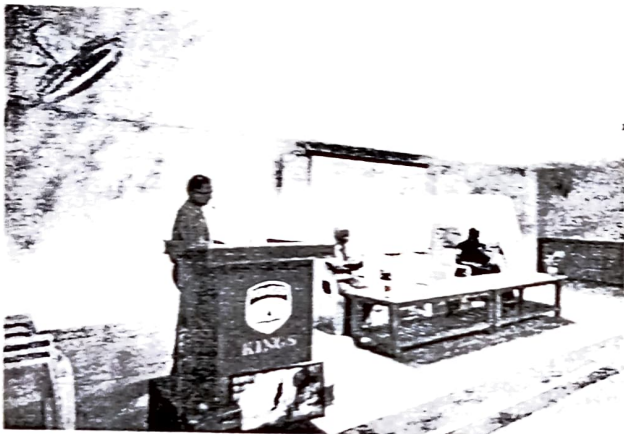




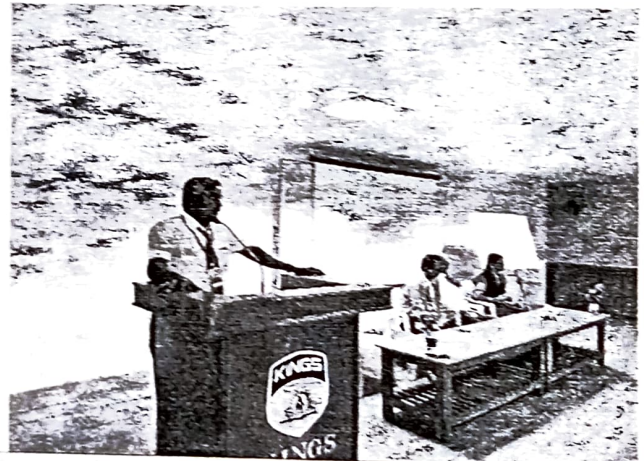
The Secretary **Dr.R.Rajendran**, presents the inaugural speech



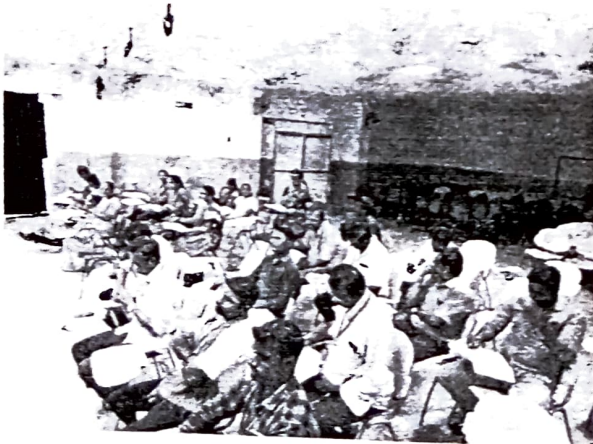
The principal **Dr.J.Arputha Vijaya Selvi** felicitates the gathering



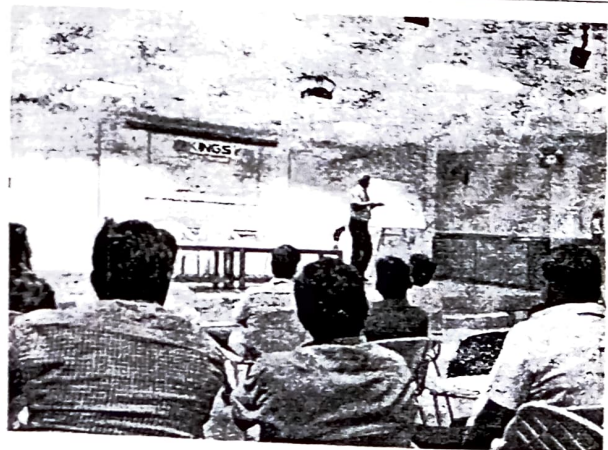
The vice Principal **Dr.S.Sivakumar** acquires his lecture on work Ethics



The Head/English, **Dr.R.Senguttuvan** gives welcome address

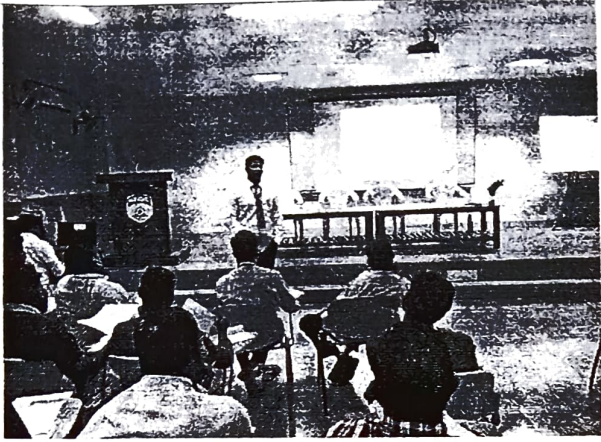


The fanatical view of the **Office Staff** Members

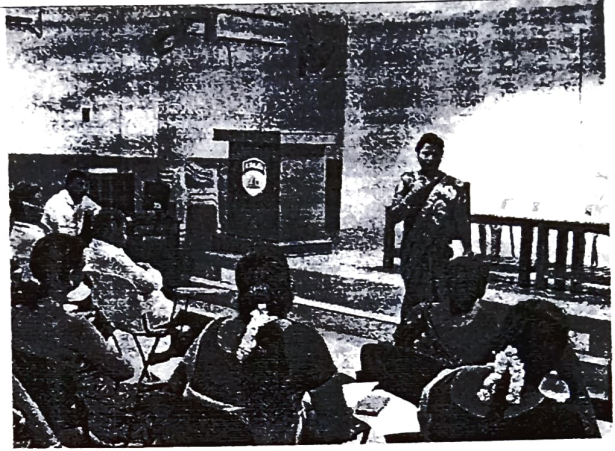


**Dr.R.Senguttuvan**, delivers his lectures on Radical Features of Prepositions





Mr.K. Anandharaj favors his lecture on adjectives, adverbs & articles



Ms.C.jansirani accomplishes her lecture on parts of speech



Dignitaries are on the stage during valedictory Moment



The harmonious alliance of the partial team of Kings

*[Signature]*  
12/12/19.  
Head/English

*[Signature]*  
12/12/19  
Vice Principal

*[Signature]*  
12/12/19  
Principal