



From
J.Radhakrishnan
Asst. Prof., / English
Kings College of Engineering
Punalkulam

10.10.2017

To
THE PRINCIPAL
Kings College of Engineering
Punalkulam

Sir,

Sub: permission for conducting a Faculty Development Programme on 19 October 2017 – reg.

It is planned to conduct a **FACULTY DEVELOPMENT PROGRAMME** on **COMMUNICATION SKILLS FOR ENGINEERING TEACHERS** for the staff members between 9.30am and 1.00pm on 19.10.2017 at A/V Hall. We, hence request your permission to conduct the programme successfully.

Looking forward to your kind consent.

Thanking you,


Yours truly,

(J.Radhakrishnan)



DEPARTMENT OF ENGLISH

FACULTY DEVELOPMENT PROGRAMME

ON

COMMUNICATION SKILLS FOR ENGINEERING TEACHERS

AGENDA
(Fore Noon)

- | | | |
|--|---|---|
| Welcome Address
(9.30am – 9.35am) | : | J.Radhakrishnan
Asst. Prof. / English |
| Guest Introduction
(9.35am – 9.40am) | : | J.Radhakrishnan
Asst. Prof. / English |
| Topic Presentation
(9.40am – 11.00am) | : | Dr. P.Palani Arangasami
Professor & Director(CPT)
Department of English
Periyar Maniammai University, Thanjavur. |
| (11.00am – 11.15am) | : | Tea Break |
| Topic Presentation(resumption)
(11.15am – 12.40pm) | : | |
| Feed Back
(12.40pm – 12.50pm) | : | Mr. P. Rajeshwaran
Asst. Prof. / English |
| Vote of Tanks
(12.50pm – 1.00pm) | : | Mr. K.Albert Lawrence
Asst. Prof. / English |





DEPARTMENT OF ENGLISH

CIRCULAR

This is to inform that a **FACULTY DEVELOPMENT PROGRAMME on COMMUNICATION SKILLS FOR ENGINEERING TEACHERS** is scheduled for the staff members between 9.30am and 1.00pm on 19.10.2017. The programme is to be conducted by Dr. P. Palani Arangasami, Professor & Director(CPT), Department of English, Periyar Maniammai University, Thanjavur. Hence, we request the staff members to make use of the programme to enrich the language skill.


Programme Coordinator


Head/English



To

10.10.2017

Dr. P.Palani Arangasami
Professor & Director(CPT),
Department of English
Periyar Maniammai University, Thanjavur.

Sir,

We have organized a **FACULTY DEVELOPMENT PROGRAMME** on **COMMUNICATION SKILLS FOR ENGINEERING TEACHERS** for the staff members between 9.30am and 1.00pm on 19.10.2017. We, henceforth, assume great pleasure in inviting your esteemed presence as a resource person for the programme. We really feel it privileged to receive your acceptance and profile through mail.

Looking forward to your kind consent and favourable reply.

Thanking you,


With regards,

(J.Radhakrishnan)

Dr. P.Palani ARANGASAMY
Professor / Director (CPT),
Department of English



15.10.2017

To

J.Radhakrishnan
Asst. Prof., / English,
Kings College of Engineering,
Punalkulam.

Dear,

I am really pleased to accept your invitation to be a resource person for the FDP on 21.10.2017 at your college. I am happy to note that training the trainers will definitely serve the purpose teaching the students. Thank you for the invitation.

With Regards,
(Dr. P.Palani Arangasamy)

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A Report for Faculty Development Programme

COMMUNICATION SKILLS FOR ENGINEERING TEACHERS

21.10.2017

We conducted a faculty Development Programme on Communication Skills For Engineering Teachers on 19.10.2017 at A/V Hall. The programme witnessed a veteran personality in linguistics, Dr. P.Palani Arangasamy, Professor / Director (CPT), Department of English, PMU, Vallam.

The programme was attended by 16 teaching staff members of our college. They were introduced to different short programmes which were felt by quite useful to brush up their latent knowledge in the language. Many thought provoking questions were skillfully handled by the resource person to bring out the staff members efficiencies that triggered the session very much lively. The participants exuded their pleasure over the way the programme was steered and also thanked the organizers for having organized this.



Dr. P.Palani Arangasami during the discussion with our staff members

Earlier, the proceedings for the programme were arranged by the department staff members. The gathering was welcomed by Mr. R. Senguttuvan, Asst. Prof., the guest was introduced by Mr. J. Radhakrishnan, Asst. Prof., the feedback was collected by Mr. P. Rajeshwaran, Asst. Prof., and vote of thanks was delivered by Mr. K. Albert Lawrence.

Programme Co-ordinator

Head English