



**V.V.VANNIAPERUMAL COLLEGE FOR WOMEN**

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai

Re-accredited with 'A' Grade (3<sup>rd</sup> Cycle) by NAAC

**VIRUDHUNAGAR**



**Internal Quality Assurance Cell**



## **Administrative Training Programme**

### **Effective Office Administration - Methods of Filing & Maintenance**

<b>Speaker</b>	:	<b>Thiru. N. Sankaralingam, B.Sc., Manager, V.V.Vanniaperumal College for Women, Virudhunagar.</b>
<b>Date</b>	:	<b>27.04.2021</b>
<b>Time</b>	:	<b>3.00 p.m. – 4.00 p.m.</b>
<b>Venue</b>	:	<b>Jegathambal Rajendran Meeting Hall – Administrative Block</b>

**Dr. R. Barani**  
**QAC Coordinator**

**Dr. S.M. Meena Rani**  
**PRINCIPAL**



# V.V.VANNIAPERUMAL COLLEGE FOR WOMEN

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

Virudhunagar - 626001

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## Internal Quality Assurance Cell

Date: 26.04.2021

### Circular

The Internal Quality Assurance Cell of our college organize an Administrative Training Programme on "Effective Office Administration - Methods of Filing & Maintenance" for the Non-Teaching Staff Members of our college.

Speaker : Thiru. N. Sankaralingam, B.Sc.,  
Manager,  
V.V.Vanniaperumal College for Women,  
Virudhunagar.

Date : 27.04.2021

Time : 3.00 p.m – 4.00 p.m

Venue : Jegathambal Rajendran Meeting Hall – Administrative  
Block

The Non-Teaching Staff members enclosed in the list are expected to attend the meeting without fail.

Dr. R. Barani  
IQAC Co-ordinator

J. M. Meera Rani  
Principal





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**VIRUDHUNAGAR**



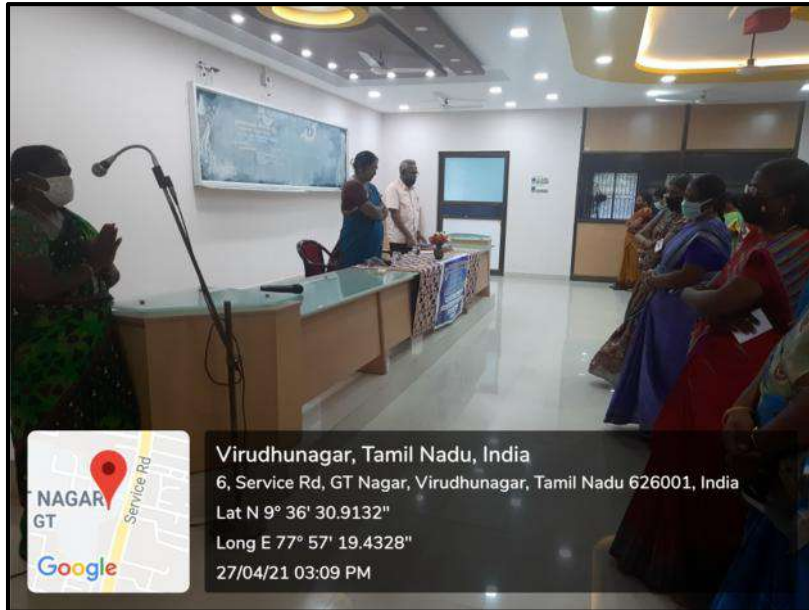
## **Report**

### **Administrative Training Programme**

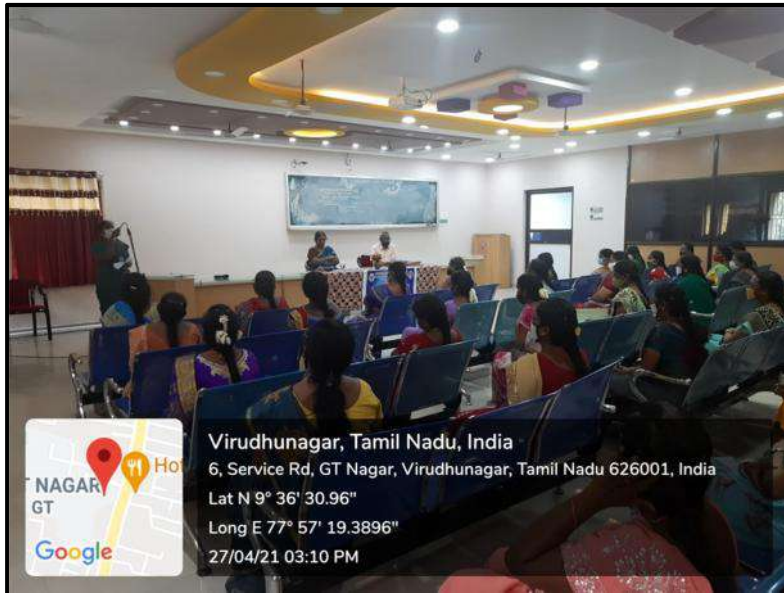
#### **Effective Office Administration – Methods of filing & Maintenance**

The Internal Quality Assurance Cell of V.V.Vanniaperumal College for Women, Virudhunagar organised an Administrative Training Programme on “Effective Office Administration – Methods of filing & Maintenance” for the Support Staff Members on 27.04.2021 at Jegathambal Rajendran Meeting Hall – Administrative Block. The Meeting begun with the prayer song sung by Tmt. R. Usha Devi, M.A., Typist. Dr. B. Nandhini, Assistant Professor of Commerce welcomed the gathering. Our beloved principal, Dr. S.M. Meena Rani highlighted the efficiency and remarkable contribution of our today’s chief guest, Thiru. N. Sankaralingam, B.Sc., Manager, V.V. Vanniaperumal College for Women. Thiru. N. Sankaralingam explained elaborately on the systematic methods of filing the data and proper maintenance of files of the various sector. He insisted the importance of proper documentation. He also emphasized on the Time Management. He also advised the staff members to be dedicated and duty conscious. Fifty-five non-teaching staff members participated in the training programme and were highly benefited. The participants clarified their doubts. The session was highly interactive and informative. The programme ended with the vote of thanks proposed by our office assistant Mrs. P. Kalaiselvi.

**IQAC Coordinator**



Virudhunagar, Tamil Nadu, India  
6, Service Rd, GT Nagar, Virudhunagar, Tamil Nadu 626001, India  
Lat N 9° 36' 30.9132"  
Long E 77° 57' 19.4328"  
27/04/21 03:09 PM



Virudhunagar, Tamil Nadu, India  
6, Service Rd, GT Nagar, Virudhunagar, Tamil Nadu 626001, India  
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Long E 77° 57' 19.3896"  
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Virudhunagar, Tamil Nadu, India  
6, Service Rd, GT Nagar, Virudhunagar, Tamil Nadu 626001, India  
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## Internal Quality Assurance Cell

### Administrative Training Programme on

"Effective Office Administration - Methods of filing & Maintenance"

Date : 27-04-2021

Time : 3.00 p.m - 4.00 p.m.

Resource Person : Thiru. N. Sankaralingam, B.Sc.,  
Manager,  
V.V. Vanniaperumal College for Women,  
Virudhunagar.

Venue : Jegathambal Rajendran Meeting Hall -  
Administrative Block.

Participants : Non-Teaching Staff Members of our College.

### Participants List

S.No.	Name of the Participants	Designation	Signature with Date
1.	R. Maheswari	Lib. Asst	R. Maheswari 27.04.21
2.	S. Niamalai B. A.	Lab. Asst (Homes)	S. Niamalai 27.4.21
3.	V. Vijayalaxshmi	Lib. Asst	V. Vijayalaxshmi 27/4/21
4.	M. Kaliswari	Lab. Asst	M. Kaliswari
5.	R. Ananthi	Lab. Asst	R. Ananthi
6.	P. Perumalakkal	Lab Assistant	P. Perumalakkal
7.	P. Petchiammal	DTP	P. Petchiammal
8.	Mruma Parvathy	Xerox Main	Mruma Parvathy
9.	S. K. Kavitha	Lab Assistant	S. K. Kavitha 27/4/21
10.	S. Subha	coe office	S. Subha



S.No.	Name of the Participants	Designation	Signature with Date.
12.	G. SUNDARI	Lab Assistant	G. Sundari, 27.4.21
13.	P. Karthigeswari	CoE Assistant	P. Kar 27.4.21
14.	R. Velammal	Lab Assistant	R. Veland 27.4.21
15.	K. Umadevi	COE Assistant	K. Umadevi 27.4.21
16.	M. Jeyalaxmi	Lab Assistant	M. Jeyalaxmi
17.	A. Arul Mary	Lab Assistant	A. Arul
18.	M. Pandiammal	Lab Asst	M. Pandiammal
19.	A. SHANTHI	Office Assisr	A. Shanthi
20.	B. Thazhaikani	Lab ASSIST.	B. Thazhaikani
21.	G. Kanagavalli	OFF ASST	G. Kanagavalli
22.	S. Nageswari	Lab Asst	S. Nageswari
23.	J. Uma	Library Asst	J. Uma
24.	C. Hema	Office Asst.	C. Hema
25.	K. Sumathi	J. Asst	K. Sumathi
26.	R. Maheswari	Lab Assistant	R. Maheswari 27/4/21
27.	N. PARAMESWARI	Off. Asst.	N. Raj 27/4/21
28.	M. Mareeswari	Lab - Assistant	M. Mareeswari
29.	A. Seenu	Lab - Assistant	A. Seenu
30.	B. Jhilagam	Physical Assistant	B. Jhilagam
31.	J. Anbuselvi	Lab - Assistant	J. Anbuselvi
32.	R. Jeyasunithi	Off. Asst.	R. Jeyasunithi
33.	K. Ramalakshmi	Lab Assistant	K. Ramalakshmi
34.	M. Navamani	Lab Asst (Center)	M. Navamani
35.	R. Usha Devi	Typist (SG)	R. Usha
36.	R. Uma Devi	Assistant	R. Uma Devi
37.	S. Beethi	Office Superintendent	S. Beethi
38.	N. Shanthi	Lab. Asst.	N. Shanthi
39.	P. Kalaiselvi	Assistant	P. Kalaiselvi
40.	S. Jegatheswari	Maths Lab Technician	S. Jegatheswari
41.	G. Sri Devi	MCA Lab Assistant	G. Sri Devi
42.	K. Jessi Medona	Dean office	K. Jessi Medona
43.	S. Aruna	Xerox	S. Aruna
44.	M. Abinaya	Store	M. Abinaya

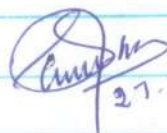



S.No.	Name of the Participants	Designation.	Signature.
45	N. Mahalakshmi	office Assistant	N. Mahalakshmi
46	B. Porcelvi	Lab Assistant	B. Porcelvi
47	N. Thanalakshi	Hostel Office	N. Thanalakshi
48	A. BHARATHI.	Lab Assistant.	A. Bharathi
49	S. Yamuna Devi	Lab Assistant	S. Yamuna Devi
50	R. Yogeswari	Lab. Assistant	R. Yogeswari
51	R. Sivaganga	Lab assistant	R. Sivaganga
52	R. Gayathri	office	R. Gayathri
53	J. mureyan	office	J. mureyan
54	S. Kalai Selvi	IQAC- office Assistant	S. Kalai Selvi
55	M. Malathi	IQAC office Assistant	M. Malathi

### Visitor's Impression:

I feel very happy for giving precious opportunity to address in the files of "Effective Office Administration- Methods of Filing & Maintenance" organized by the IQAC to our family of Non Teaching Staff.

Thanks to our NTS for accepting my speech and also our IQAC.

Dr.  27.4.21

 27/4/2021  
IQAC Co-ordinator

S. R. Meena Devi  
Principal



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## Internal Quality Assurance Cell

### ADMINISTRATIVE TRAINING PROGRAMME

#### FEED BACK

Date: 27.04.2021

**Guest Speaker:** Thiru. N. Sankaralingam, B.Sc.,  
Manager,  
V.V.Vanniaperumal College for Women, Virudhunagar.

**Topic :** Effective Office Administration – Methods of Filing & Maintenance

S. No	Questionnaire	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1.	The topic covered was relevant and informative.	✓				
2.	The programme experience will help to do my office work efficiently.	✓				
3.	The Speaker was knowledgeable about the subject matter.	✓				
4.	The time allotted for the programme was sufficient.	✓				
Suggest any specific topic on which you wish to attend programme in future :						

S. Preetha  
Signature of the participant



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**Internal Quality Assurance Cell**

## **ADMINISTRATIVE TRAINING PROGRAMME**

### **FEED BACK**

**Date: 27.04.2021**

**Guest Speaker:** Thiru. N. Sankaralingam, B.Sc.,  
Manager,  
V.V.Vanniaperumal College for Women, Virudhunagar.

**Topic :** Effective Office Administration – Methods of Filing & Maintenance

S. No	Questionnaire	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1.	The topic covered was relevant and informative.	18	7	-	-	-
2.	The programme experience will help to do my office work efficiently.	14	11	-	-	-
3.	The Speaker was knowledgeable about the subject matter.	19	6	-	-	-
4.	The time allotted for the programme was sufficient.	8	17	-	-	-

## Five day Training Programme Feedback Analysis

