



**PERIYAR
MANIAMMAI**
INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University)
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PROFESSIONAL DEVELOPMENT PROGRAMME FOR NON TEACHING STAFF

REPORT

On

OFFICE MANAGEMENT

Organized by

**CENTRE FOR HUMAN RESOURCE DEVELOPMENT
PMIST**

Date: 27.10.2022- 28.10.2022

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Objectives of the Programme

Centre for Human Resource Development organized Professional Development Programme for Non-Teaching Staff “Office Management” on 27th and 28th October 2022.

objectives of the programme were:

1. To learn how to manage time at workplace effectively.
2. To understand the email etiquettes, drafting of email, CC, BCC, Attachments, Do's and Don'ts of email writing.
3. To understand the nuances of reporting and documentation.



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Professional Development
Programme for
Non Teaching Staff

OFFICE MANAGEMENT

EFFECTIVELY MANAGING
TIME AT WORKPLACE



Dr.P.GURU
Director(i/c) - CIII

E-MAIL ETIQUETTE



Dr.J.SATHYAPRIYA
Director (i/c) - CHRD

REPORT WRITING &
DOCUMENTATION



Dr.K.SELVAM
Director (i/c) - Training




Organized by
**CENTRE FOR HUMAN RESOURCE
DEVELOPMENT**



27th and 28th October 2022

**02.30 pm - 4.30 pm |
Marie Curie Hall**

**dirhrd@pmu.edu | 
www.pmu.edu**

**CONVENOR
Dr.J.SATHYAPRIYA 
+91 7708559695**

Gmail interface showing an email from Centre for Human Resource Development CHRD. The email subject is "Two Day Professional Development Programme for Non Teaching Staff 'Office Management'". The sender is Dr. Sathyapriya J, Director (i/c) at the Centre for Human Resource Development. The email content mentions the program dates (27th and 28th October 2022) and location (Marie Curie Hall, Technology Block - I).

Two Day Professional Development Programme for Non Teaching Staff "Office Management"

Centre for Human Resource Development CHRD <dirhrd@pmu.edu>
to pmlistsaff

Fri, Oct 21, 2022, 3:56 PM

Dear Sir/Madam,

Centre for Human Resource Development is organizing a Two Day Professional Development Programme for Non Teaching Staff "Office Management" on 27th and 28th October 2022 between 2.30 P.M. - 4.30 P.M.

The participants in the enclosed list are requested to be present at Marie Curie Hall, Technology Block - I on both the days without fail.

Thanking you

Encl: Poster and Participants List

Dr. Sathyapriya J Ph.D
Director (i/c)

Centre for Human Resource Development

PERIYAR MANIAMMAL MY UNIVERSITY

PROFESSIONAL DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF

“Office Management”

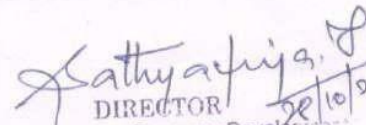
27th – 28th October 2022

Programme Schedule

Day 1	2.30 P.M. – 3.30. P.M.	Effectively Managing time at Workplace by Dr.P.Guru, Director (i/c) CIII
	3.30 P.M. – 3.40 P.M.	Refreshment Break
	3.40 P.M. – 4.30 P.M.	Email Ettiquette by Dr.Sathyapriya J, Director(i/c) CHRD
Day 2	2.30 P.M. – 3.30. P.M.	Report Writing and Documentation by Dr.K.Selvam, Director (i/c) Training (CIII)
	3.30 P.M. – 3.40 P.M.	Refreshment Break
	3.40 P.M. – 4.30 P.M.	Activity Based Learning

Centre for Human Resource Development
Two Day Professional Development Programme for Non-Teaching Staff
“Office Management”
27th and 28th October 2022

S. No	Participant Name	Department	Designation
1	MOHAMED SHAMEER N	SE	Editor and Designer
2	SABIRA BEGUM A	SA	Junior Assistant
3	SWETHA J	RO	Junior Assistant
4	RUSSYA K	STORE	Junior Assistant
5	MERCY I	RO	Junior Assistant
6	KAVITHA R	SE	Junior Assistant
7	STELLA MARGRET S	LIB	Junior Assistant
8	SOWMIYA R	DFCSEO	Junior Assistant
9	FEMINA T	CIII	Junior Assistant
10	DARTHY K	DFHSMO	Junior Assistant
11	KEERTHIGA V	DFHSMO	Junior Assistant
12	J.SOWMIYA	COE Office	Junior Assistant
13	ASARUDEEN A	CSE	Junior Programmer (Trainee)
14	PRAMILA G K	CSE	Junior Programmer (Trainee)
15	BHUVANESWARI S	CSE	Junior Programmer (Trainee)
16	AROKIA JHONSON S	CSE	Junior Programmer (Trainee)
17	PRIYADHARSHINI B	CSE	Junior Programmer (Trainee)
18	JAYANTHI K	CSE	Lab Assistant
19	VISHAL R	ARCH	Lab Assistant
20	GOWRI SHANKAR P	CSE	Lab Assistant
21	AKALYA R	EDU	Technical Assistant
22	FRIZIL KINSLY S	AERO	Technical Assistant
23	NAVANEETHA KRISHNAN E	CSE	Technical Assistant
24	MADHUMITHA R	PHYSICS	Technical Assistant
25	RAGAVI B	CHEMISTRY	Technical Assistant
26	SIVARANJANI M	EEE	Technical Assistant
27	NISHA T	CSE	Technical Assistant
28	BALASUBRAMANIAN .A	CSE	Technical Assistant
29	H. JAMEELA SEHAM	CIII	Management Trainee


 DIRECTOR 28/10/22
 Centre for Human Resource Development,
 Periyar Maniammai Institute of
 Science & Technology,
 (Deemed to be University),
 Thanjavur, Tamil Nadu.

Participant Count

Female	23
Male	06
Total	29

Programme Report

Centre for Human Resource Development organized Professional Development Programme for Non Teaching Staff “Office Management” on 27th and 28th October 2022. Dr.Sathyapriya J, Director (i/c), Centre for Human Resource Development delivered welcome address and introduction to the resource persons.

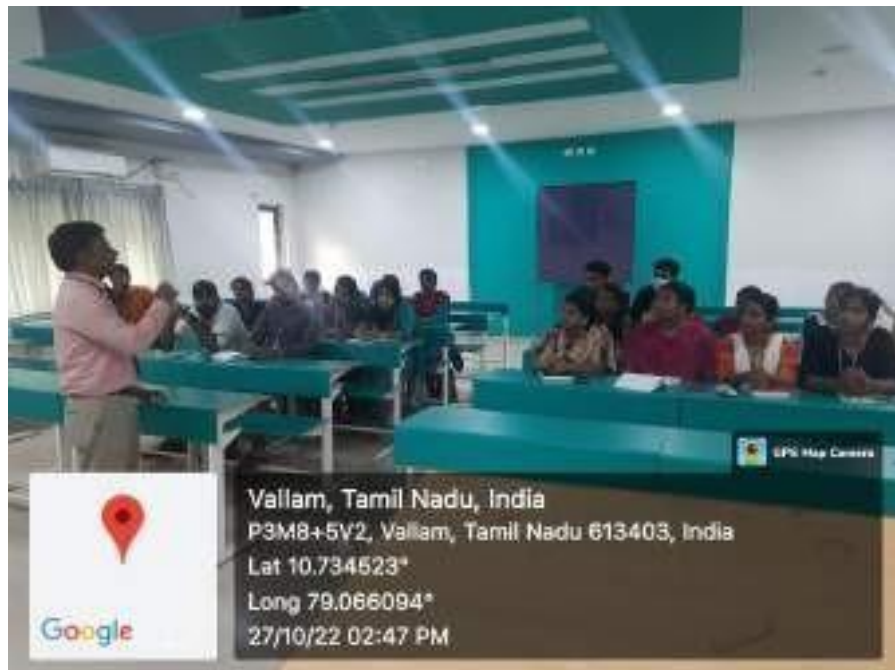
Session 1 was handled by Dr.P.Guru, Associate Professor in Management Studies and Director (i/c) Centre for Institute Industry Interaction. He demonstrated training on how to effectively manage time at workplace. Exercises were given to participants for better understanding on the time management strategies.

Session 2 was handled by Dr.Sathyapriya J, Associate Professor in Management Studies and Director (i/c) Centre for Human Resource Development. She highlighted on drafting e-mail, usage of CC and BCC, email attachments, do’s and don’ts of email writing.

Session 3 was handled by Dr.K.Selvam, Associate Professor in Languages and Director (i/c) – Training, Centre for Institute Industry Interaction. He delivered session on reporting methods and documentation procedure.

Dr.Sathyapriya J, Director (i/c), Centre for Human Resource Development coordinated the programme. Twenty Nine participants attended the programme and were benefitted.

Geotagged Photo



Dr.P.Guru delivering session on “Effectively managing time at workplace” on 27th October 2022



Participants performing the activities



Dr.Sathyapriya J delivering session on Email Etiquettes



CENTRE FOR HUMAN RESOURCE DEVELOPMENT

Professional Development Programme for Non-Teaching Staff

“Office Management”

Date: 27th and 28th Oct 2022

Venue: Smart Classroom No. 209

FEEDBACK FORM

S.No.	Feedback Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of the programme were clearly defined					
2	The resource person demonstrated effectively					
3	The outcome of the programme was fruitful					
4	The programme was well organized					
5	Eager to attend such programmes in future					

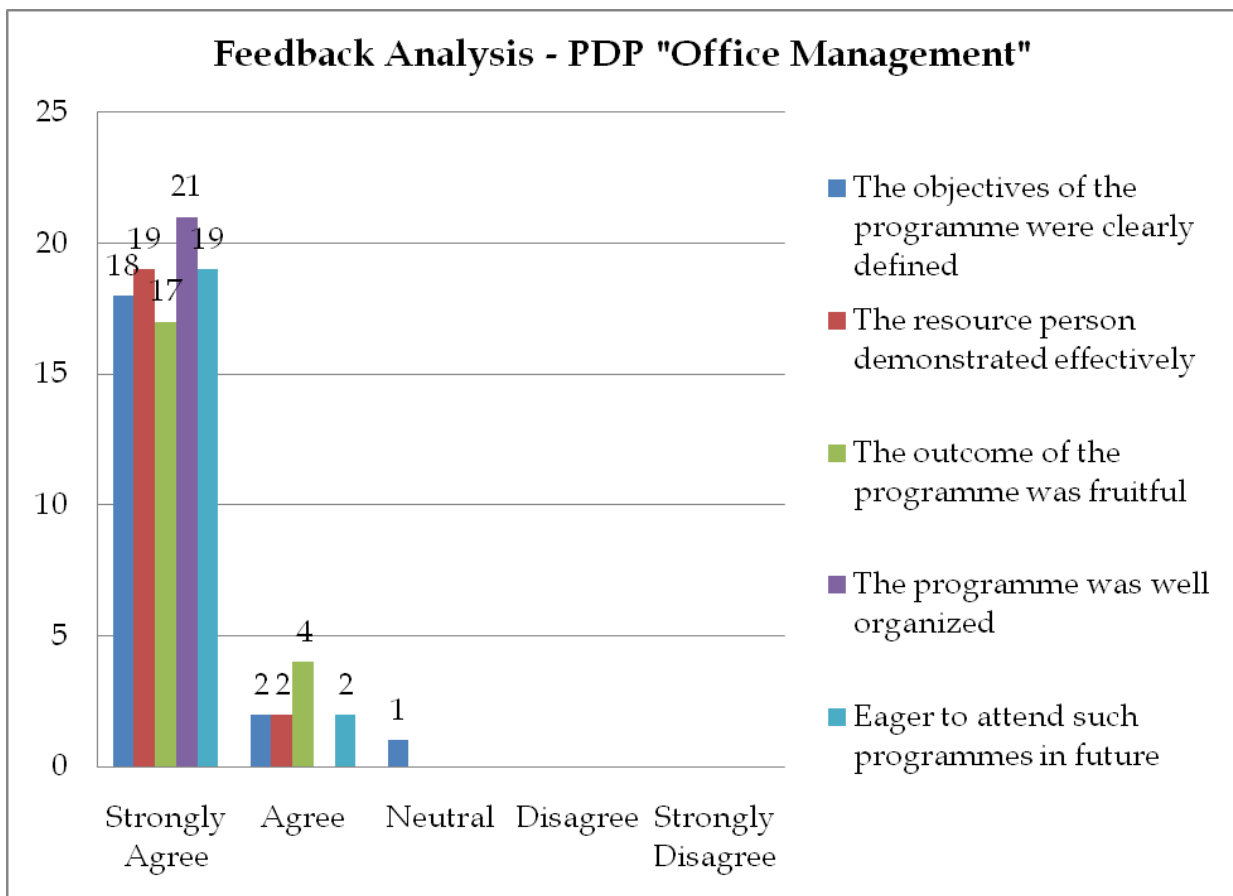
Feedback Analysis

Professional Development Programme for Non-Teaching Staff

“Office Management”

Date: 27th and 28th Oct 2022

Venue: Smart Classroom No. 209



Outcomes of the Programme

1. Strategies for effective time management at workplace were learnt.
2. Able to draft email, CC, BCC, Attachments by following the do's and don'ts of email writing.
3. Understood the do's and don'ts of reporting and documentation.