



**PERIYAR
MANIAMMAI**
INSTITUTE OF SCIENCE & TECHNOLOGY
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PROFESSIONAL DEVELOPMENT PROGRAMME FOR NON TEACHING STAFF REPORT

On

SENSITIZING RECORD MAINTENANCE

Resource Person

**Dr. KVR RAJANDRAN
PROFESSOR
DEPARTMENT OF MANAGEMENT STUDIES
PMIST**

Organized by

**CENTRE FOR HUMAN RESOURCE DEVELOPMENT
PMIST**

Date: 27.12.2022- 29.12.2022

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Objectives of the Programme

Professional Development Programme on Sensitizing Record Maintenance was organized by Centre for Human Resource Development from 27th to 29th December 2022 for the non-teaching staff members.

The objectives of the programme were:

1. To deliberate the importance of records.
2. To apprehend the need for record maintenance.
3. To sensitize way of record maintenance.



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Professional Development Programme for Non Teaching Staff

SENSITIZING RECORD MAINTENANCE



Resource Person
Dr. KVR RAJANDRAN
Professor
Department of Management Studies
PMIST

Date: 27th - 29th Dec 2022
Time: 2.00pm - 4.00pm
Venue: Richard Dawkins Hall

**PERIYAR MANIAMMAI INSTITUTE
OF SCIENCE & TECHNOLOGY**
(Deemed to be University)
Periyar Nagar, Vallam, Thanjavur 613403,
Tamil Nadu India

For more details
www.pmu.edu
dirhrd@pmu.edu

Convener
Dr. J. SATHYAPRIYA
Director - CHR
+91 7708559695

Gmail interface showing an email from Centre for Human Resource Development CHRD. The email subject is "Professional Development Programme for Non-Teaching Staff 'Sensitizing Record Maintenance' from 27th - 29th December 2022". The sender is Centre for Human Resource Development CHRD <dirhrd@pmu.edu>. The email content includes a greeting, a notice of the program, and contact information for the Resource Person, Dr. KVR Rajandran, Professor, Department of Management Studies, PMIST. The email is dated Saturday, Dec 24, 2022, 4:12 AM.

Professional Development Programme for Non-Teaching Staff "Sensitizing Record Maintenance" from 27th - 29th December 2022

Centre for Human Resource Development CHRD <dirhrd@pmu.edu> to pmiststaff, anburaj, Velusamy, Registrar, Dean, deans, heads

Sat, Dec 24, 2022, 4:12 AM

Dear Sir/Madam,

Centre for Human Resource Development is organizing the **Professional Development Programme for Non-Teaching Staff "Sensitizing Record Maintenance"** from **27th - 29th December 2022** at Richard Dawkins Hall, PMIST.

Resource Person
Dr KVR Rajandran
Professor
Department of Management Studies
PMIST

The participants in the attached list are requested to attend the PDP without fail. Please assemble at the venue before 1.55 P.M.

Thanking you

Centre for Human Resource Development

Periyar Nagar, Vallam Thanjavur - 613 403, Tamil Nadu, India
Phone: +91 - 4362 - 264600 Fax: +91- 4362 - 264660
Email: dirhrd@pmu.edu Web: www. pmu.edu



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Date: 23.12.2022

To

Dr. KVR Rajandran

Professor

Department of Management Studies

PMIST

Dear Sir

Sub: Invitation to be the resource person on 27th -29th December 2022 - reg.

Centre for Human Resource Development is organizing a Professional Development Programme for Non-Teaching Staff "**Sensitizing Record Maintenance**" on 27th, 28th and 29th December 2022. You are requested to be the resource person for the programme and share your intellectuals by providing hands on training for the participants.

Thanking you

Sathyapriya
Dr. SATHYAPRIYA 23/12/2022

DIRECTOR

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

PROFESSIONAL DEVELOPMENT PROGRAMME

Sensitizing Record Maintenance

27th – 29th December 2022

Programme Schedule

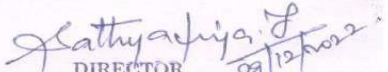
Day 1	2.30 P.M. – 3.30. P.M.	Training demonstration by Dr.KVR Rajandran
	3.30 P.M. – 3.40 P.M.	Refreshment Break
	3.40 P.M. – 4.30 P.M.	Activity Based Learning
Day 2	2.30 P.M. – 3.30. P.M.	Training demonstration by Dr.KVR Rajandran
	3.30 P.M. – 3.40 P.M.	Refreshment Break
	3.40 P.M. – 4.30 P.M.	Activity Based Learning
Day 3	2.30 P.M. – 3.30. P.M.	Activity Based Learning
	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
PROFESSIONAL DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF
“SENSITIZING RECORD MAINTENANCE”

27th – 29th DEC 2022

Attendance

S.NO	PARTICIPANT NAME	DESIGNATION& DEPARTMENT
1	GOMATHI A	JUNIOR ASSISTANT / CEPT
2	KAVITHAV	JUNIOR ASSISTANT / CIVIL
3	VEMBULAKSHMI K	ASSISTANT / CSAS
4	RAJALAKSHMI N	LAB ASSISTANT /CSE
5	YAMUNABAI C	JUNIOR ASSISTANT/LIBRARY
6	VIJI N	REGISTRAR OFFICE
7	JEYALAKSHMI K	REGISTRAR OFFICE
9	JEYANTHI L	JUNIOR ASSISTANT / VC OFFICE
10	TAMILSELVI P	TECHNICAL ASSISTANT / ECE
11	GAYATHRI S	TECHNICAL ASSISTANT / EEE
12	PARVATHY R	LAB ASSISTANT / CIVIL
13	BHUVANESWAR I	JUNIOR ASSISTANT / STORES
14	MALATHI S	LAB ASSISTANT / MANAGEMENT STUDIES
15	RAGAVI B	TECHNICAL ASSISTANT / CHEMISTRY
16	RATHIKA K	OFFICE ASSISTANT / CHRD
17	VINOTH R	TECHNICAL ASSISTANT / MECHANICAL
18	SIRAN R	LAB ASSISTANT / MECHANICAL
19	CHITHRA K J	TECHNICAL ASSISTANT / CIVIL
20	KANTHARUBY K	JUNIOR ASSISTANT / STUDENT AFFAIRS
21	PAGUTHARIVU M	TECHNICAL ASSISTANT / EEE
23	SELVI R	TECHNICAL ASSISTANT / ECE
24	ELAKKIYA R	TECHNICAL ASSISTANT / ECE


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

Participants Count

Female	26
Male	05
Total	31

Programme report

Professional Development Programme on Sensitizing Record Maintenance was organized by Centre for Human Resource Development from 27th to 29th December 2022 for the non teaching staff members.

Prof. KVR Rajandran, Department of Management Studies, PMIST was the resource person. 20 non teaching staff members attended the three day professional development programme and benefitted. Importance of records and need for its maintenance and various strategies for proper record maintenance were covered highlighted during the three day programme. Various tasks were conducted for the participants.

Dr.Sathyapriya J, Director (i/c), Centre for Human Resource Development organized and coordinated the programme.



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Centre for Human Resource Development (CHRD)

Professional Development Programme

CERTIFICATE

OF PARTICIPATION

THIS IS TO CERTIFY THAT

GOMATHI A

Junior Assistant

has actively participated in the Professional Development Programme on

SENSITIZING RECORD MAINTENANCE

organized by the Centre for Human Resource Development (CHRD) for the non-teaching staff of Periyar Maniammai Institute of Science & Technology (PMIST) held during 27-29, December 2022.

Dr. J. SATHYAPRIYA
Director - CHRD

Dr. A. GEORGE
Dean - Academic

Dr. P.K. SRIVIDHYA
Registrar

Geotagged Photo



Dr.KVR Rajandran explaining the ways to properly maintain records



Participants involving in various tasks to understand the nuances of record maintenance

Sample Feedback Form

Centre for Human Resource Development
Periyar Nagar, Vallam Thangarai - 612 402, Tamil Nadu, India
Phone: +91-4202-204000 Fax: +91-4202-204000
Email: chrd@periyar.ac.in Web: www.periyar.ac.in



Professional Development Programme

Sensitizing Record Maintenance

27th - 29th December 2022

Feedback Form

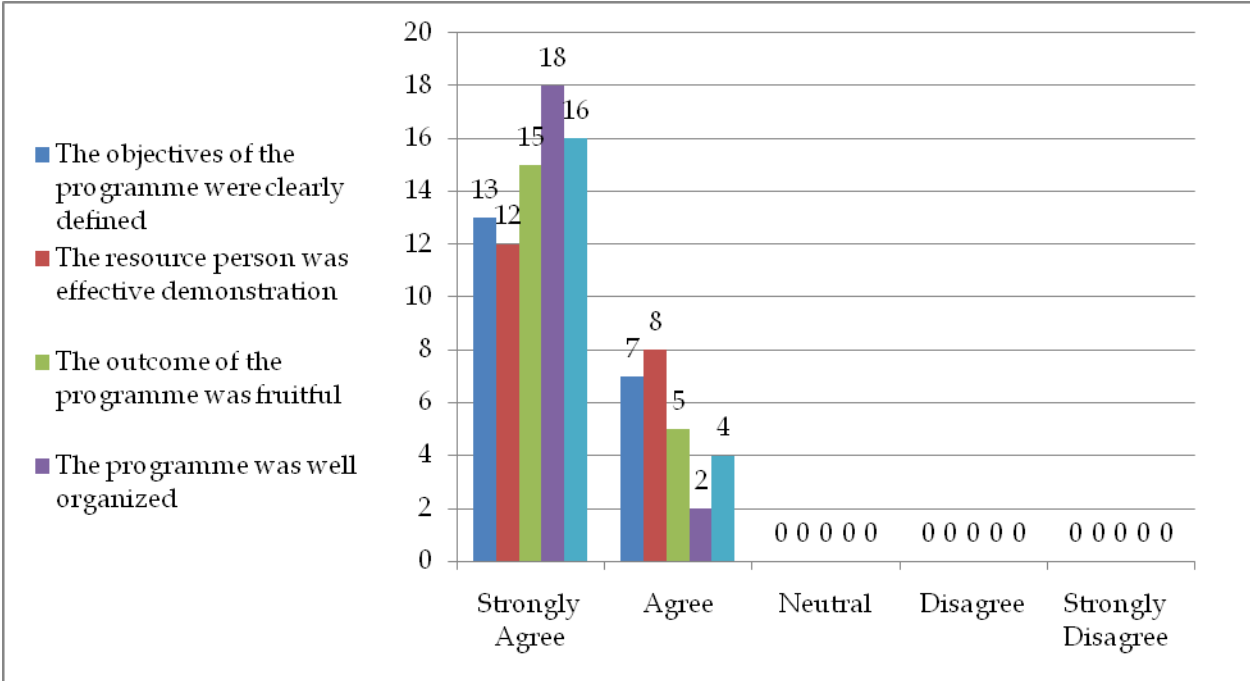
S.No.	Feedback Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of the programme were clearly defined					
2	The resource person was effective demonstration					
3	The outcome of the programme was fruitful					
4	The programme was well organized					
5	Eager to attend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

Name of the Participant (Optional) :

Designation & Department :

Signature :

Feedback Analysis



Objectives of the Programme

Professional Development Programme on Sensitizing Record Maintenance was organized by Centre for Human Resource Development from 27th to 29th December 2022 for the non teaching staff members.

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