



**NADAR MAHAJANA SANGAM
SERMATHAI VASAN COLLEGE FOR WOMEN**

(Accredited with 'B' Grade)

Avaniyapuram, Madurai - 625012.



INTERNAL QUALITY ASSURANCE CELL

Organizes

EFFECTIVE OFFICE ADMINISTRATION

RESOURCE PERSONS

Mrs.P.Kamatchi Devi, B.Com., Superintendent (Retd.),

&

Mrs.P.Kalaiselvi, Assistant

V.V.Vanniaperumal College For Women, Virudhunagar

Date: 03.12.2020

Time: 11.00 A.M.

ALL ARE CORDIALLY INVITED

Dr.G.Maris Kumar,M.A.,M.Phil.,M.T.M.,Ph.D.,

President

M.Jeyakumar,B.E.,

Correspondent

M.Pushpa Rani, M.Com., M.Phil., (Ph.D).,

IQAC Coordinator

G.Karikolraj

Secretary

D.Nallathambi,B.A.,B.L.,

Treasurer

D. Karthiga Rani, M.Sc., M. Phil., (Ph.D).,

Principal (i/c) & IQAC Chairman



Nadar Mahajana Sangam
SERMATHAI VASAN COLLEGE FOR WOMEN
Accredited with 'B' Grade by NAAC
Avaniyapuram, Madurai – 12.



EFFECTIVE OFFICE ADMINISTRATION

AGENDA

Date: 03.12.2020

Time: 11.00 A.M.

- ❖ **Prayer song**
- ❖ **Welcome Address** : Mrs.M.Pushpa Rani, M.Com., M.Phil., D.G.T.,(Ph.D).,
Head, Department of Commerce (CA)
& IQAC Co-ordinator
- ❖ **Presidential Address** : Dr. G. Mariskumar M.A.,M.Phil.,M.T.M.,Ph.D.,
President
- ❖ **Felicitation** : Thiru. G.Karikolraj
Secretary
Thiru. M.Jeyakumar.,B.E.,
Correspondent
Thiru. D.Nallathambi.,B.A.,B.L.,
Treasurer
Mrs.D.Karthiga Rani, M.Sc., M.Phil., (Ph.D)
Principal (i/c) & IQAC Chairman
- ❖ **Chief Guest** : Mrs.P.Kamatchi Devi, B.Com., Superintendent (Retd).,
& Mrs.P.Kalaiselvi, Assistant,
V.V.Vanniaperumal College for Women, Virudhunagar
- ❖ **Topic** : **EFFECTIVE OFFICE ADMINISTRATION**
- ❖ **Vote of Thanks** : Mrs.A.Mary Joy, M.Com.,
Office Superintendent,
N.M.S.Sermathai Vasan College For Women, Madurai.
- ❖ **National Anthem**







N.M.S.SERMATHAI VASAN COLLEGE FOR WOMEN

MADURAI -12

NON- TEACHING FACULTY DEVELOPMENT PROGRAMME

EFFECTIVE OFFICE ADMINISTRATION

Venue: SVN Conference Hall

Time:11.30 A.M.

N.M.S.Sermathai Vasan College for Women, Madurai – IQAC conducted Non- Teaching Faculty Development Programme on the topic “**EFFECTIVE OFFICE ADMINISTRATION**” on 03.12.2020 at **11.00 A.M.** in the college premises. The programme was started with prayer song. The welcome address was delivered by Mrs.M.Pushpa Rani, Head, Department of Commerce with Computer Application, IQAC coordinator. Felicitation was given by the Principal Mrs.D.Karthiga Rani. The Chief Guests for the function were Mrs.P.Kamatchi Devi, B.Com., Superintendent (Retd.), & Mrs.P.Kalaiselvi, Assistant, V.V.Vanniaperumal College for Women, Virudhunagar. Both of them stressed that planning, dedication, involvement, file maintenance were needed for Effective Office Administration. Nearly 15 Non- Teaching Staff attended the programme. Mrs.A.Mary Joy, Office Superintendent, N.M.S.Sermathai Vasan College for Women, delivered the Vote of thanks. The programme came to an end with the National Anthem.


Principal i/c