

GUEST LECTURE ON ETIQUETTE & MANAGERIAL SKILLS FOR OFFICE STAFF

The Internal Quality Assurance Cell had organised a guest lecture on “Etiquette & Managerial Skills for Office Staff” on 30th March, 2022 for the non-teaching staff. Mr. P. Saravanan, Superintendent, Kamaraj College, Thoothukudi served as the resource person for the session. He stated the importance of time management and gave brief guidelines on Time Management. The resource person also gave an explanation on planning the activities prior to the day of the programme, handling parents, students and the public. He explained the guidelines for the issue of TC and bonafide certificate. The resource person explicated the Public Financial Management System(PFMS) in a clear manner. He shared his experience on tackling the stakeholders. Eleven Non-teaching faculty benefitted from the guest lecture.