

Institute of Human Resources Development

(Established by Government of Kerala)

Prajo'e Towers, Vazhuthacaud P O, Thiruvananthapuram- 695 014. Kerala.

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No.EB3/211/2019/IHRD

Dated, 16.01.2020

From
The Director

To
All Heads of Institutions under IHRD

Sir/Madam,

*Sub:- IHRD – College of Engineering, Karunagappally - Conducting of Staff
Development Programme – Copy of brochure – forwarding of - reg.*

I am forwarding herewith the copy of the brochure received from the Principal, College of Engineering, Karunagappally for conducting Staff Development Programme from 20.01.2020 to 22.01.2020 under TEQIP Phase II for necessary action.

Encl: As stated above

Yours faithfully

R.A.M.

*Administrative Officer
(for DIRECTOR)*

STAFF DEVELOPMENT PROGRAMME

on

Development of Behavioural Skills

20-01-2020 to 22-01-2020

Under

Technical Education Quality Improvement Programme (TEQIP) Phase II



Organized by
Administrative Office



College of Engineering Karunagappally
(Govt of Kerala, Managed by IHRD)
Thodiyoor P.O, Kollam-690523
KERALA, INDIA
Ph:0476 2665935, email:fdp@ceknpy.ac.in
www.ceknpy.ac.in

**B.Tech Programmes (EC & CS)
Accredited by NBA**

SPONSORSHIP CERTIFICATE

Mr./Ms./Dr..... is an employee of our institution and he/she is hereby sponsored for the staff development programme on Development of Behavioral Skills from 20-01-2020 to 22-01-2020 at College of Engineering Karunagappally. The applicant would be permitted to attend the course, if selected.

Signature of sponsoring authority

Place :

Date : Office seal

ADDRESS FOR CORRESPONDENCE

Sunitha K Cheriyan
Senior Superintendent
Administrative Office
College of Engineering Karunagappally
Thodiyoor Post, 690523
Mob : 9495143997

ABOUT THE INSTITUTION

College of Engineering Karunagappally, (Govt of Kerala, Managed by IHRD), started functioning in the year 2000. The college is affiliated to APJ Abdul Kalam Technological University (KTU) and recognized by All India Council For Technical Education (AICTE). The college offers three UG and two PG programmes in engineering. It is situated in a picturesque campus of 21 Acres with beautiful flora and fauna, which is only 4 km away from Karunagappally town and 30 km from Kollam city.

REGISTRATION

The registration is open to all administrative staff members of Govt./Aided/Self financing institutions. Registration form can be downloaded from <http://www.ceknpy.ac.in>. The duly filled soft copy of form should be sent to the email address or the hard copy to the address for correspondence of the coordinator on or before 17-01-2020. The sponsorship certificate shall be produced at the time of registration.

CO-ORDINATOR

Sunitha K Cheriyan
Senior Superintendent
Mob : 9495143997

TA, FOOD AND ACCOMMODATION

No TA/DA/Accommodation will be provided to any participant. However, hotel/hostel accommodation can be arranged on payment basis on prior intimation, if needed. Working lunch, tea and snacks will be provided for all participants during the dates of the training programme.

REGISTRATION FEE

A fee of Rs.500/- (Five Hundred only) has to be paid by staff members of TEQIP institutions. No registration fee is payable by staff members of non TEQIP institutions.

DATES TO REMEMBER

Last date of registration : 17-01-2020
Date of selection intimation : 18-01-2020
Date of commencement of programme : 20-01-2020
Venue : Seminar Hall CEK

COURSE CONTENT

- Motivation
- Communication skill
- Time Management
- Stress Management in Relation to Time Management
- Behavioural Management
- Habits & Behaviour in Relation to Time Management
- Interpersonal Relationship

RESOURCE PERSONS

- Ajithkumar Ramaswamy, (Mentor)
- Arun Jose, (Certified Trainer)
- Sudeep Sebastian, (Certified Trainer & NLP Practitioner and Consultant)
- Salu Muhammed, (Certified Trainer)
- Sudheer Menon, (Certified Trainer)
- R.Raveendran Pillai, (Rtd.Joint RTO, Municipal Vice Chairman, Karunagappally)

College of Engineering Karunagappally TEQIP II Sponsored SDP on Development of Behavioural Skills 20-01-2020 to 22-01-2020 **REGISTRATION FORM**

Name :
DOB :
Designation :
Institution :
Type : Govt/Aided/Self-financing
Address for communication :

Phone
Office :
Mobile :

E-mail :
Qualification :
Experience :
Food preference : Vegetarian/ Non-Vegetarian

Declaration

The details furnished above are true to the best of my knowledge and belief. If selected, I agree to abide by the rules and regulations of the training programme and shall attend the course.

Place: _____ Signature of Applicant

Date: _____

REGISTRATION FORM

Name :
DOB :
Designation :
Institution :
Type : Govt/Aided/Self-financing
Address for communication :
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Place :

Signature of sponsoring authority

Date :

Office seal