



St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Accredited by NAAC 'A' Grade, ISO 9001:2015, 14001:2015 Certified

Phone Nos: 0891-2558346, 7075856500, E.mail: sjcw@stjosephsvizag.com, Web: www.stjosephscollegevisakhapatnam.ac.in

Date: 1st April 2025

To

The Principal

St. Joseph's College For Women (A)

Visakhapatnam

Sub: Request to seek Permission to organize a One-Day workshop for Non-Teaching Staff in collaboration with Skill Development Institute, Visakhapatnam

I kindly wish to inform you that the Internal Quality Assurance Cell (IQAC), in association with the Skill Development Institute, is arranging a One-Day Workshop on 'Smart Skills for Admin Staff' scheduled for the 3rd April, 2025. I humbly request your approval to proceed with organizing the event.

Yours Sincerely

Dr. T. Bhaskara Sudha

Coordinator, IQAC



St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

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Phone Nos: 0891-2558346, 7075856500, E.mail: sjcw@stjosephsvizag.com, Web: www.stjosephscollegevisakhapatnam.ac.in

Date: 2nd April 2025

CIRCULAR

This is to inform all the Non-Teaching Staff that the Internal Quality Assurance Cell (IQAC) is organizing a One-Day Workshop on 'Smart Skills for Admin Staff' in collaboration with the Skill Development Institute on the 3rd April h 2025, in the Skill Development Centre starting at 10:00 AM. Please join us for an exciting journey of knowledge enhancement sessions.

Yours Sincerely

Dr. T. Bhaskara Sudha

Coordinator, IQAC

Copy to:

The Principal

Office Superintendent



**St. Joseph's College For Women (Autonomous),
Visakhapatnam**



**In Collaboration with
Skill Development Institute
Organized
One-Day Workshop
On
Smart Skills for Admin Staff
3rd April, 2025**



**St. Joseph's College For Women (A)
Visakhapatnam
in**



**Collaboration with
Skill Development Institute
Visakhapatnam**

**Organizes a
One-Day Workshop on
Smart Skills For Admin Staff**

Resource Speaker



**Mr. Imtiyaz Arshad
CEO & Secretary
Skill Development Institute
Visakhapatnam**



Date: 3rd April 2025



Time: 10:00 AM-4:00 PM



Venue: Skill Centre



St. Joseph's College For Women (Autonomous), Visakhapatnam



In Collaboration with

Skill Development Institute

Organized

One-Day Workshop

On

Smart Skills for Admin Staff

3rd April, 2025

Report

A one-day workshop titled “**Smart Skills for Admin Staff**” was organized for the non-teaching staff of St. Joseph's College For Women (A), Visakhapatnam, in collaboration with Skill Development Institute, Visakhapatnam, on 3rd April 2025. The workshop aimed to acknowledge and empower the administrative workforce, who serve as the backbone of any academic institution. With the growing demands of efficiency, digitization, and accountability, the workshop focused on enhancing the skill sets of non-teaching personnel to meet modern administrative challenges.

Objectives of the Workshop

- ❖ To enhance communication and interpersonal skills among administrative staff.
- ❖ To train staff in modern office tools and digital platforms.
- ❖ To improve time management and organizational abilities.
- ❖ To encourage team spirit, problem-solving, and proactive attitudes.
- ❖ To promote awareness of institutional policies, record-keeping, and student support systems.

The workshop began with a formal inaugural session. The welcome address was delivered by Mr. Arshad, CEO OF SDI, who emphasized the importance of upskilling in a rapidly changing administrative landscape.

Communication and Teamwork

This session focused on improving internal communication, conflict resolution, and collaborative work ethics. Role plays and group activities were conducted to make the session interactive.

Stress Management and Motivation

This concluding session focused on personal well-being, stress-relief techniques, and maintaining a positive work-life balance. It included simple meditation and breathing exercises.

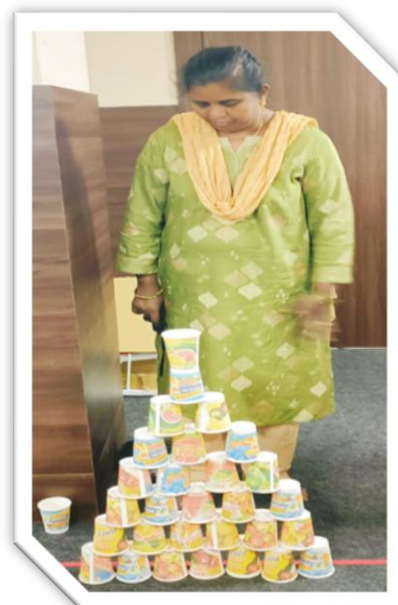
Feedback and Valedictory

An open feedback session was conducted where participants shared their experiences and learnings. The responses were overwhelmingly positive, with many expressing the desire for similar training sessions in the future.

In the valedictory session, certificates of participation were distributed, and the vote of thanks was delivered by Mrs. Usha, who appreciated the enthusiasm and commitment of the participants.

St. Joseph's College For Women (A), Visakhapatnam
In Collaboration with
Skill Development Institute, Visakhapatnam,
Organized a
One-Day Workshop for Administrative Staff
3rd April 2025

PHOTOS





List of Participants

S.No	Name	Designation	Signature
1	Miss. G. Velangani	Jr. Assistant	G. Velangani
2	Mrs.VVV Prasanna Rani	Sr. Assistant	Prasanna Rani
3	Mrs K. Velangani Usha	Technical Asst.	K. Velangani Usha
4	Mrs B. Anita	Examination Asst.	B. Anita
5	Mrs B. Gnana Jyothi	Examination Asst.	B. Gnana Jyothi
6	Mrs P. Swarna Latha	Comp. Lab Attender	P. Swarna Latha
7	Mrs G. Kannamma	Examination Asst.	G. Kannamma
8	Mrs M. Srivani	Library Assistant	M. Srivani
9	Mrs R. Jasinta Rani	Library Assistant	R. Jasinta Rani
10	Ms E. Velangani Ratnam	Library Assistant	E. V. Ratnam
11	Ms. Ch. Vanaja	Office Assistant	Ch. Vanaja
12	Mrs G. Chandini	Comp. Lab Attender	G. Chandini
13	Mrs M Latha	Comp. Lab Attender	M. Latha
14	Mrs T Mallika	Office Assistant	T. Mallika
15	Mrs G Jagadeeswari	Day Care Assistant	G. Jagadeeswari



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VISAKHAPATNAM

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ACCREDITED BY NATIONAL SKILL DEVELOPMENT CORPORATION (NSDC) WITH 5 STAR RATING

Admn No. 31492

Certificate

SDI / 10998

This is to certify that Mr. / Ms. _____

M LATHA

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

03-04-2025

03-04-2025

course at this institute during the period from _____ to _____


Created By:




IMTIYAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

PROMOTERS:





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VISAKHAPATNAM

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Admn No. 31493

Certificate

SDI / 10999

This is to certify that Mr. / Ms. _____

E V RATNAM

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to

03-04-2025


Created By:




IMTIYAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

PROMOTERS:





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Admn No. 31494

Certificate

SDI / 11000

This is to certify that Mr. / Ms. _____

G CHANDINI

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to

03-04-2025


Created By:




IMTIYAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

PROMOTERS:





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Admn No. 31495

Certificate

SDI / 11001

This is to certify that Mr. / Ms. _____

R JASINTA RANI

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to

03-04-2025


Created By:




IMTIYAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

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Admn No. 31496

Certificate

SDI / 11002

This is to certify that Mr. / Ms. _____

M SRIVANI

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to

03-04-2025


Created By:




IMTIYAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

PROMOTERS:





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Admn No. 31497

Certificate

SDI / 11003

This is to certify that Mr. / Ms. _____

CH VANAJA

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to

03-04-2025


Created By:




IMTIYAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

PROMOTERS:





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Admn No. 31498

Certificate

SDI / 11004

This is to certify that Mr. / Ms. _____

B ANITHA

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to _____

03-04-2025

Created By:



IMTIAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

PROMOTERS:





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Admn No. 31499

Certificate

SDI / 11005

This is to certify that Mr. / Ms. _____

T MALLIKA

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to

03-04-2025


Created By:




IMTIAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

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Admn No. 31500

Certificate

SDI / 11006

This is to certify that Mr. / Ms. _____

G JAGADEESWARI

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to

03-04-2025


Created By:




IMTIYAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

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ACCREDITED BY NATIONAL SKILL DEVELOPMENT CORPORATION (NSDC) WITH 5 STAR RATING

Admn No. 31501

SDI / 11007

Certificate

This is to certify that Mr. / Ms. _____

B GNANA JYOTHI

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to

03-04-2025


Created By:




IMTIAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

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Admn No. 31508

Certificate

SDI / 11014

This is to certify that Mr. / Ms.

P SWARNA LATHA

has successfully completed Training in the

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from

03-04-2025

to

03-04-2025

Created By:



IMTIAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

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Admn No. 31509

Certificate

SDI / 11015

This is to certify that Mr. / Ms.

G VELANGANI

has successfully completed Training in the

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from

03-04-2025

to

03-04-2025

Created By:



IMTIAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

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ACCREDITED BY NATIONAL SKILL DEVELOPMENT CORPORATION (NSDC) WITH 5 STAR RATING

Admn No. 31510

SDI / 11016

Certificate

V V V PRASANNA RANI

This is to certify that Mr. / Ms.

has successfully completed Training in the

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from

03-04-2025

to

03-04-2025

Created By:



IMTIYAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

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ACCREDITED BY NATIONAL SKILL DEVELOPMENT CORPORATION (NSDC) WITH 5 STAR RATING

Admn No. 31511

SDI / 11017

Certificate

K VELANGANI USHA

This is to certify that Mr. / Ms.

has successfully completed Training in the

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from

03-04-2025

to

03-04-2025

Created By:



IMTIAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

PROMOTERS:





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ACCREDITED BY NATIONAL SKILL DEVELOPMENT CORPORATION (NSDC) WITH 5 STAR RATING

Admn No. 31512

Certificate

SDI / 11018

This is to certify that Mr. / Ms. _____

G KANNAMMA

has successfully completed Training in the _____

SMART SKILLS FOR ADMIN STAFF

course at this institute during the period from _____

03-04-2025

to

03-04-2025


Created By:




IMTIYAZ ARSHAD
Chief Executive Officer
Skill Development Institute, Visakhapatnam

PROMOTERS:

