



# St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015, 14001:2015 Certified

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

Date: 15<sup>th</sup> February 2024

To

The Principal

St. Joseph's College For Women ( A )

Visakhapatnam

Sub: Request to seek Permission to organize a workshop on the Administrative Competency Development Programme for Administrative Staff in collaboration with Skill Development Institute, Visakhapatnam

This is to bring to your kind notice that the Internal Quality Assurance Cell (IQAC) is organizing a One-Day workshop on the Administrative Competency Development Programme for Administrative Staff in collaboration with the Skill Development Institute, on 19<sup>th</sup> March 2024. I request you to kindly grant permission to organize the same.

Yours Sincerely

*T. Bhaskar Sule*  
Coordinator, IQAC

*Permission Granted*  
*Sr. Shyji*



# St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015, 14001:2015 Certified

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

16<sup>th</sup> March 2024

## CIRCULAR

This is to inform all the members that the Internal Quality Assurance Cell (IQAC) is organizing a One- Day workshop on the Administrative Competency Development Programme for Administrative Staff in collaboration with the Skill Development Institute, on 19<sup>th</sup> March 2024, in the Seminar Hall from 10:00 AM onwards Please join us for an exciting journey of knowledge enhancement sessions

Yours Sincerely

*T. Bhaskar Reddy*  
Coordinator, IQAC

Copy to:

The Principal

Office Superintendent



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

**Visakhapatnam**



Skill Development Institute  
Visakhapatnam

**In Collaboration with**

**Skill Development Institute**

**Organized**

**A One-day Workshop**

**Administrative Competency Development  
Programme**

**For**

**Administrative Staff**

**On**

**19<sup>th</sup> March 2024**





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



**Collaboration with  
Skill Development Institute  
Visakhapatnam**

**Organizes a  
One-Day Administrative  
Competency Development Program  
Resource Speaker**



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



**Date: 19th March 2023**



**Time: 10:00 AM-4:00 PM**



**Venue: Seminar Hall**

## **Report on One-Day Administrative Competency Development Programme for Administrative Staff**

The inaugural session of the One Day Administrative Competency Development Program for administrative staff was held on 19th March 2023 at 10:00 a.m. This program's resource person and facilitator was Mr. Imtiaz Arshad, CEO & Secretary of the Skill Development Institute, Visakhapatnam. The event began with an address by Dr. Sr. Shyji, Principal, who warmly welcomed the participants. This was followed by an introduction of the resource person, and an inspiring address by Mr. Imtiaz Arshad, emphasizing the importance of leadership and team building within an administrative context.

This programme was crafted to enhance leadership abilities and teamwork skills. It was tailored specifically to equip administrative staff with the tools necessary to support a high-performing work environment. The participants gained insights into the techniques and approaches for effective leadership and building productive, cohesive teams through hands-on training and teamwork exercises.

Mr. Imtiaz encouraged the participants to discuss and set their short-term and long-term goals, stressing that effective planning is crucial in realizing both immediate and future objectives. Participants worked in teams to engage in various activities and games designed to foster teamwork, assess individual and group competencies, and reflect on their strengths and weaknesses within a team dynamic. These exercises allowed the members to explore and gain a deeper understanding of each other's behaviors and roles, which is essential for effective administrative collaboration.



This development program took place for one day. The programme was engaging and interactive, featuring a series of team-building activities and leadership exercises specifically curated for administrative roles. These sessions aimed to instill leadership qualities among the participants while also providing them with practical strategies to build and manage high-performing teams.

**Key activities and games conducted during the session included:**

● Goal Setting Exercise: Participants were guided to identify and share their personal and professional goals, and were shown the importance of strategic planning in achieving these objectives.

Team Competency Assessment: Teams were formed and asked to discuss the strengths and weaknesses of their group. This helped members understand the value of diverse skills and perspectives.

Problem-Solving Games: Teams engaged in tasks that required collaboration and creative thinking, emphasizing the importance of effective communication and cooperation.

● Leadership Simulation Exercises: Scenarios were designed to help participants practice leadership and decision-making skills in real-time, focusing on administrative challenges.

Self-Reflection Session: Participants reflected on the insights gained during the programme, evaluating how these skills could be applied in their roles to foster a positive work environment.

The One-Day programme proved to be a valuable experience, equipping the administrative staff with essential skills to enhance teamwork and foster a collaborative work culture. The sessions with Mr.

Imtiaz Arshad were well-received, and participants left with a clearer understanding of their roles in team dynamics and a renewed commitment to achieving both their individual and organizational goals.



**St. Joseph's College for women (Autonomous), Visakhapatnam**  
**ADMINISTRATIVE COMPETENCY DEVELOPMENT PROGRAM**











St. Joseph's College for women (Autonomous), Visakhapatnam

ADMINISTRATIVE COMPETENCY DEVELOPMENT PROGRAM

List of Participants

S. No	Name	Dept.	Signature
1	Miss.G. Velangani	Administration	G. Velangani
2	Sri L. Appala Raju	Administration	L. Appala Raju
3	Sri. S. Raju	Administration	S. Raju.
4	Mrs K. Velangani Usha	Administration	K. Velangani Usha.
5	Mrs P. Swarnalatha	Administration	P. Swarnalatha.
6	Ms. Ch. Vanaja	Administration	Ch. Vanaja
7	Mrs G. Jagadeeswari	Administration	G. Jagadeeswari
8	Mrs B.Gnana Jyothi	Examination	B.G. Jyothi
9	Mrs G.Kannamma	Examination	G. Kannamma
10	Mrs M. Srivani	Library	M. Srivani
11	Mrs R. Jasinta Rani	Library	R. Jasinta Rani
12	Ms E. Velangani Ratnam	Library	E. V. Ratnam





SKILL DEVELOPMENT INSTITUTE  
VISAKHAPATNAM

# कौशल विकास संस्थान - विशाखपट्टणम SKILL DEVELOPMENT INSTITUTE - VISAKHAPATNAM సికిల్ డెవలప్ మెంట్ ఇన్ స్టిట్యూట్ - విశాఖపట్నం



Skill India  
कौशल भारत - कुशल भारत

Admn No. 24744

## Certificate

SDI / 7691

*This is to certify that Mr. / Ms. K Velangani Usha of St. Joseph's College for Women (A) as  
successfully completed Training in the Administrative Competency Development Prog course  
at this institute during the period from 19-03-2024 to 19-03-2024*

*Created By:*



*Signature of MTIAZ ARSHAD*  
Chief Executive Officer  
Skill Development Institute, Visakhapatnam

### PROMOTERS:

