

Training Department

Amrutham – Training for Non-teaching staff

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To reach the unreachable



Date of event: 16/03/2024

Faculty In-charge: Ms. Rajani Stanley

Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.

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No: NIMIT/NTR/CP-AMR/01/2023-24

Date: 11/03/2024

Circular

The training department is conducting a training for the non-teaching staff on the topic ' Emotional Management 'on 16 March 2024, at 10 a.m. in the MBA Seminar Hall. The training programme focuses on developing individuals' abilities to recognise, understand, and manage their own emotions, as well as effectively navigate interpersonal relationships. Through this, participants learn key concepts such as self-awareness, empathy, communication etc. and ultimately enhance their emotional intelligence skills for personal and professional growth.



Fr. Dr. Paulachan K.J

(Principal)



REPORT

The training department organized Amrutham, Training for the non-teaching staff on the topic “Emotional Management” on 16 March 2024, at 10 a.m. in the MBA Seminar Hall. The training program focuses on developing individuals’ abilities to recognize, understand, and manage their own emotions, as well as effectively navigate interpersonal relationships. The program commenced with a prayer by Ms. Lissy Biju and Ms. Jomol. Ms. Sony, HRD Executive, welcomed the gathering, and Dr. Joy Joseph Puthussery, Dean of Studies, delivered the inaugural address, followed by the felicitation by Mr. Jimmy Joseph, Finance Officer. Ms. Rajani Stanley, HoD of the training department, was the resource person. Ms. Savith proposed the vote of thanks, and the program ended with the National Anthem at 4 p.m. Upon collecting the feedback, it was understood that everyone enjoyed the session.

Prepared by:



Ms. Elsa Jose
(Training Dept)

Verified by:



Ms. Rajani Stanley
(HoD, Training Dept)

Approved by:

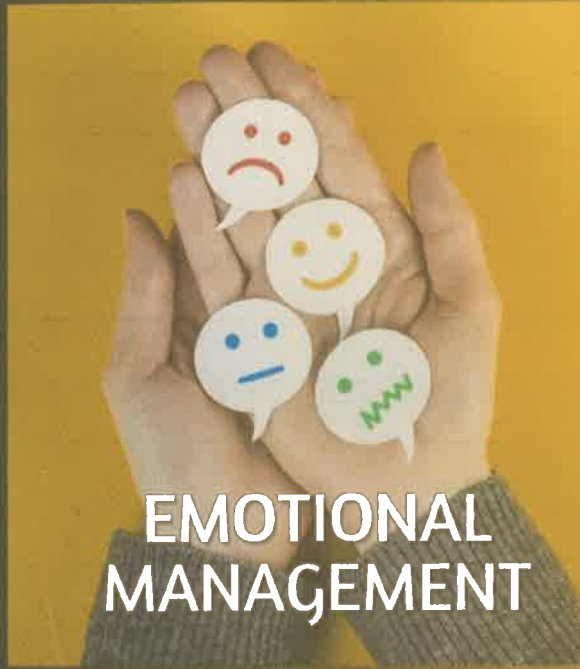


Rev. Fr. Dr. Paulachan K.J.
(Principal)



BROCHURE

AMRUTHAM
TRAINING FOR NON TEACHING STAFF



**EMOTIONAL
MANAGEMENT**

ORGANISED BY
TRAINING DEPARTMENT

16 MARCH 2024 **10.00 AM**

NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY, PONGAM



AMRUTHAM - TRAINING FOR NON-TEACHING STAFF
(Department of Training & Development)
Program Schedule

Date: 16/03/2024

Time: 10am- 4pm

Venue: MBA Seminar Hall

Prayer : Ms. Lissy Biju & Ms. Jomol

Welcome Address : Ms. Sony Antony
(HRD Executive)

Inaugural Address : Dr. Joy Joseph Puthussery
(Dean of Studies)

Felicitation : Mr. Jimmy Joseph
(Finance Officer)

Session I : 10.30 AM -11.15 AM

Break : 11.15 AM – 11.30 AM

Session II : 11.30 AM -12.45 PM

Lunch Break : 12.45 PM – 1.30 PM

Session III : 1.30 PM – 2.45 PM

Break : 2.45 PM – 3.00 PM

Session IV : 3.00 PM – 4.00 PM

Feedback & Vote of Thanks : Ms. Savitha

National Anthem




RESOURCE PERSON'S PROFILE



Name: Ms. Rajani Stanley

Designation: HoD, Training Department

Ms. Rajani Stanley, soft skills trainer, having almost 10 years of extensive experience in teaching. Mastered in Tourism Administration and Clinical Psychology. Conducted more than 500 training sessions for students, parents and corporates. Currently, Head of the Department of Training and the Creative Head of Naipunnnya Digital.


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PHOTOGRAPHS /SCREENSHOTS



SKILL UP TRAINING FOR NON-TEACHING STAFF (23-24) ATTENDANCE SHEET

SI NO	NAME	SIGNATURE
1	Arun Paul	<i>[Signature]</i>
2	Beena Jude	<i>[Signature]</i>
3	Beena M M	<i>[Signature]</i>
4	Beena Roy	<i>[Signature]</i>
5	Betty Johnson	<i>[Signature]</i>
6	George P. V	<i>[Signature]</i>
7	Gijo T Kuriakose	<i>[Signature]</i>
8	Greeshma Valsan	<i>[Signature]</i>
9	Jekson P J	<i>[Signature]</i>
10	Jimmy Joseph	<i>[Signature]</i>
11	Jose M D	<i>[Signature]</i>
12	Kiran Rajeswaran	<i>[Signature]</i>
13	Kochurani Pappachan	<i>[Signature]</i>
14	Liji Jose	<i>[Signature]</i>
15	Lincy Sojan	<i>[Signature]</i>
16	Lissy Biju	<i>[Signature]</i>
17	Mary Paulson	<i>[Signature]</i>
18	Mini P B	<i>[Signature]</i>
19	Poulose C V	
20	Prasanth P N	
21	Praveen Antony	<i>[Signature]</i>
22	Rajan K Nair	<i>[Signature]</i>
23	Raju Joseph	<i>[Signature]</i>
24	Regi George	<i>[Signature]</i>
25	Reni V Kalayil	<i>[Signature]</i>
26	Rosily Peter	<i>[Signature]</i>
27	Santosh Peter	

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28	Seema Subi	Seema
29	Shalet M D	Shalet
30	Shiny Ambrose	
31	Shiny S	
32	Sony Antony	
33	Sreejith P A	
34	Valsa Jose	
35	Vincent T T	
36	Tamol Jose	
37	Daniel Rajin	
38	Savidha Baby	
39	JYOTHI FRANCIS	Jyothi
40		

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AMRUTHAM
TRAINING FOR THE NON TEACHING STAFF
 Organized by Training Department
Feedback Form

Date: 16/03/2024

Trainer's Name : Ms. Rajani Stanley (HOD, Training Department)
Topic : Emotional Management

Name of the participant:
Designation : Ms. Somy Antony (HRD Executive)

Kindly tick one option
 ദയവായി ഒരു ഓപ്ഷൻ ടിക്ക് ചെയ്യുക

Sl.No	Questions	Excellent	Good	Average	Poor
1.	How satisfied are you with the session content? സെഷൻ ഉള്ളടക്കത്തിൽ നിങ്ങൾ എത്രത്തോളം സംതൃപ്തനാണ്?	✓			
2.	How do you evaluate the resource person? റിസോഴ്സ് പേഴ്സണെ നിങ്ങൾ എങ്ങനെയാണ് വിലയിരുത്തുന്നത്?		✓		
3.	How do you evaluate the usefulness of the session in the future? ഭാവിയിൽ സെഷന്റെ പ്രയോജനം നിങ്ങൾ എങ്ങനെ വിലയിരുത്തും?		✓		
4.	Overall feedback മൊത്തത്തിലുള്ള ഫീഡ്ബാക്ക്		✓		

Any suggestions:
 ഏതെങ്കിലും നിർദ്ദേശങ്ങൾ:

We can include more number of participants (All Non-Teaching Staff)



AMRUTHAM
TRAINING FOR THE NON TEACHING STAFF
 Organized by Training Department
Feedback Form

Date: 16/03/2024

Trainer's Name : Ms. Rajani Stanley (HOD, Training Department)
Topic : Emotional Management

Name of the participant: Mini P B
Designation : Office Assistant

Kindly tick one option

ദയവായി ഒരു ഓപ്ഷൻ കിക്ക് ചെയ്യുക

Sl.No	Questions	Excellent	Good	Average	Poor
1.	How satisfied are you with the session content? സെഷൻ ഉള്ളടക്കത്തിൽ നിങ്ങൾ എത്രത്തോളം സംതൃപ്തനാണ്?	✓			
2.	How do you evaluate the resource person? റിസോഴ്സ് പേഴ്സണെ നിങ്ങൾ എങ്ങനെയാണ് വിലയിരുത്തുന്നത്?		✓		
3.	How do you evaluate the usefulness of the session in the future? ഭാവിയിൽ സെഷന്റെ പ്രയോജനം നിങ്ങൾ എങ്ങനെ വിലയിരുത്തും?		✓		
4.	Overall feedback മൊത്തത്തിലുള്ള ഫീഡ്ബാക്ക്		✓		

Any suggestions: *Extend the session time*
 ഏതെങ്കിലും നിർദ്ദേശങ്ങൾ: *Give more day session.*

