

**A TWO-WEEK
WORKSHOP FOR ADMINISTRATIVE STAFF
ON
FORMAL WRITING SKILLS**

RESOURCE PERSON

Ms. Achamma Abraham

Guest Lecturer - LIBA / IIM, Trichy



DATE

FEBRUARY 08 - MARCH 03, 2023

VENUE

IQAC SEMINAR HALL

TIME

BATCH 1 - 11:30 A.M. TO 1:00 P.M.

BATCH 2 - 3:00 P.M. TO 4:30 P.M.

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

LOYOLA COLLEGE (AUTONOMOUS)

CHENNAI - 34



Programme Schedule

11:30 A.M. : PRAYER

11:35 A.M. : WELCOME & INTRODUCTION

DR. R. RAVINDHRAN (COORDINATOR - IQAC)

11:40 A.M. : FELICITATION

REV. DR. B. JEYARAJ S.J. (SECRETARY & CORRESPONDENT)

11:55 A.M. : VOTE OF THANKS
