

Event : Refresher Programme for Administrative Staff

Date : 03/07/2026

Organised by : IQAC, Auxilium College (Autonomous)

Academic Year : 2026 - 2027

Report :

The Internal Quality Assurance Cell (IQAC), Auxilium College (Autonomous), Vellore, organised a Refresher Programme for Administrative Staff on 3 July 2026 on the theme "Transformative Administration for Institutional Quality and Excellence." The programme aimed to strengthen the professional competencies of the administrative staff and promote quality-oriented institutional practices.

The programme commenced with a prayer, invoking God's blessings on the day's proceedings. Eight administrative staff members actively participated in the programme. The resource person for the programme was Dr. A. Clement King, Principal & Head, Department of Computer Science with AI, Meston College of Arts and Science, Chennai. The first session focused on the importance of job descriptions, job rotation, and work efficiency. Dr. Clement King emphasised that clearly defined job descriptions help employees understand their roles and responsibilities, ensuring accountability and improved performance. He also highlighted how job rotation enhances employees' skills, reduces monotony, encourages teamwork, and contributes to the overall efficiency and effectiveness of institutional administration. The second session dealt with Smart Budgeting. The resource person explained the significance of effective financial planning, optimal utilisation of resources, cost-conscious decision-making, and budget monitoring in educational institutions. He stressed that smart budgeting enables institutions to achieve quality objectives while ensuring financial sustainability and accountability.

The sessions were highly interactive, with participants engaging in discussions and clarifying practical issues related to administrative functioning. The programme provided valuable insights into improving workplace efficiency and adopting best practices in institutional administration.

The programme concluded with a prayer, expressing gratitude to God for the successful conduct of the programme. The participants appreciated the practical relevance of the sessions and expressed that the programme had enhanced their understanding of effective administrative practices, which would contribute to the continued pursuit of quality and excellence at Auxilium College.