



CORPORATE MANAGEMENT OF MOC COLLEGES

One Day Training on Administrative Skills for Non Teaching Staff Members

Date : **Tuesday 13th May, 2025 , 10.00 am**

Venue : **Digital Educational Theatre**, Baselius College, Kottayam

Presidential Address



Dr. Zacharias Mar Aprem
Metropolitan
(Manager, MOC Colleges)

Resource Person



Dr. R. Pragash
Deputy Director of
Collegiate Education (Rtd.)



CORPORATE MANAGEMENT OF MOC COLLEGES

Dear Sir/ Madam,

We are pleased to invite you to a **ONE DAY TRAINING ON ADMINISTRATIVE SKILLS FOR NON TEACHING STAFF MEMBERS OF MOC COLLEGES** to be held at **10 am on 13.05.2025** at **Digital Educational Theatre, Baselius College, Kottayam.**

Dr. R. Pragash, Deputy Director of Collegiate Education (Rtd.) has kindly consented to be the resource person for the same. The Manager of MOC Colleges, His Grace **Dr. Zacharias Mar Aprem Metropolitan** will preside over the meeting.

We look forward to your active participation and contribution to the success of the programme.

Dr. M. E. Kuriakose
(Secretary, MOC Colleges)

Dr. Zacharias Mar Aprem Metropolitan
(Manager, MOC Colleges)

PROGRAMME

9.30 am	:	Registration
Welcome & Introduction	:	Dr. M. E. Kuriakose (Secretary, MOC Colleges)
Presidential Address	:	Dr. Zacharias Mar Aprem Metropolitan (Manager, MOC Colleges)
Session	:	Dr. R. Pragash (Former Deputy Director, Collegiate Education, Kottayam)
Concluding Remarks	:	