

Name of the Staff Member	Ms.Manu Joseph
Designation	LD Clerk 15yrs
Academic Qualification	B.Com.
Professional Qualification	IT Departmental Test, MOP
Date of Birth	18/10/1982
Date of Appointment	31/05/2006
Nature of Appointment	Permanent



Details of Professional Advancement	Institution/Office	Date of Attending
Pincipal's & staff meeting	Government College, Kottayam	19-04-2018
One day workshop on Institutional Quality Improvement	St.Mary's College, Manarcaud	02-03-2019
UGC PFMS Settlement meeting	St.Joseph's college, Irinjalakuda	04-06-2019
E- grantz training Programme	District Panchayath Hall, Kottayam	06-07-2019
Webinar on Self Transformation through Mindfulness	Mount Carmel College of Teacher Education for Women, Kottayam	06-08-2021
Seminar on Service Rules	St.Joseph's Training College, Mannanam	12-04-2022
One day workshop on ഞാൻ മാറുന്നു എന്നിലൂടെ ഈ സമൂഹവും	Mount Carmel College of Teacher Education for Women, Kottayam	09-11-2022
Training programme for Aided college staff	Baselius College, Kottayam	19-12-2022 20-12-2022
Administrative Staff Development Programme on Leveraging AI Tools for Office Automation	AIACHE New Delhi & Bishop Herber College (Autonomous), Tiruchirappalli.	13-03-2024- 15-03-2024

