



NIRMALA

COLLEGE OF PHARMACY

Nirmala Hills, Muvattupuzha P.O,
Ernakulam district, Kerala, India - 686 661

REPORTS ON ADMINISTRATIVE TRAINING PROGRAMS DURING ACADEMIC YEAR 2022-2023 INDEX

SL.NO	DATE	PROGRAM
2022-2023		
1	04/06/2022	Basic first aid training
2	23/08/2022-29/09/2022	Computer programme training (M S Excel and M S Word)





TRAINING ON BASIC FIRST AID

A training on basic first aid was given to the non-teaching staffs at Nirmala Medical Center organized by Staff and student welfare committee of NCP, on 04/06/2022 at 10.00 am. Dr.Sr.Therese (Obstetric &Gynecology), led the session. During the session, 12 staff members took part. Topics included lifestyle disease management, doing CPR in emergencies, burns management, and bite management. The training programme ends by 4.00 pm.



Dr.Sr.Therese explains the steps for giving CPR in emergency situations.



Participants Name:

Sl.No	Name of participants
1.	Bindumol P C
2.	Saloosh George
3.	Anil Jose
4.	SalomyReji
5.	Jose Mathew
6.	Sijo Francis
7.	Shijo George
8.	Jolly Joseph
9.	Vinse Michael
10.	Melby Sunny
11.	Dino Xavier
12.	Reji P S

Prepared By,
Dr.Merrin Joseph
Assistant Professor (Pharmacy Practice)
Staff and student welfare committee

Principal





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Date: 02/06/2022

Circular

All non-teaching staff members are hereby notified that a **Training on basic first aid** will be held on 04/06/2022 at 10.00 am at Nirmala Medical Center. **Dr.Sr.Therese** (Obstetric & Gynecology) is the resource person.





Dr. BADMANABAN. R
PRINCIPAL

Nirmala College of Pharmacy
Muvattupuzha, Ernakulam (Dist.)
Kerala - 686 661

PRINCIPAL

Managed by Nirmala College Society (Reg.-
No.ER 928/2001), Diocese of Kothamangalam

Affiliated to Kerala University of Health Sciences, Thrissur
Approved by Government of Kerala & Pharmacy Council of
India, New Delhi. Certified by ISO 9001:2015. Accredited
by IAO & NBA (UG Pharmacy).





**NIRMALA COLLEGE OF PHARMACY
MUVATTUPUZHA**

TRAINING ON BASIC FIRST AID

RESOURCE PERSON

DR.SR.THERESE

OBSTETRIC AND GYNAECOLOGY



DATE

4 JUNE 2022



TIME

10 AM-4PM

ORGANISED BY

STAFF AND STUDENT WELFARE COMMITTEE ,NCP

@ NIRMALA MEDICAL CENTER, MUVATTUPUZHA



Register of Attendance for the year 2022...2023

Register of Attendance		Month	Basic First Aid Training																	
Sl.No.	Name	Date																		
		No. of Classes	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

1. Bindumol PC

2. Saloes B George

3. Anil Jase

4. Salomey Reji

5. Jase Mathew

6. Sijo Francis

7. Sijo George

8. Sally Joseph

9. Vinse Michael

10. Melby Sunny

11. Dino Xavier

12. Reji P S.



Subject.....

(4/6/2022)

19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50



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TRAINING ON COMPUTER PROGRAMMES

One month Computer training programme were conducted for the non-teaching staffs from 23/08/2022 to 29/09/2022 at 2.00 pm -4.00 pm. The course include the basic classes on MS Excel and MS Word .Classes were conducted by the communication department faculties, Mr. Jobin Baby and Ms. Athira James. Through this they could develop their computer usage skills and it will further enhance the smooth functioning of labs as well as office.



Introduction on M S Excel and M S Word by Mr. Jobin Baby to the Non-teaching staffs



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4.	Salomy Reji
5.	Jose Mathew
6.	Sijo Francis
7.	Shijo George
8.	Jolly Joseph
9.	Vinse Michael
10.	Melby Sunny
11.	Dino Xavier
12.	Reji P S
13.	Annie Thomas
14.	Arunya Saji
15.	Lincy Joy
16.	Jisha T G





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Date : 21/08/2022

Circular

All non-teaching staff members are hereby informed that the one month **Computer Training programme** will be starting from **23/08/2022** to till **29/09/2022**. The classes will be at the computer lab in new block from **2.00 pm** to **4.00 pm**.



G. Badmanaban

Dr. BADMANABAN. R
PRINCIPAL
Nirmala College of Pharmacy
Muvattupuzha, Ernakulam (Dist.)
Kerala - 686 661

PRINCIPAL





Nirmala College of Pharmacy Muvattupuzha

Computer Training Programme

Date: 23/8/2022-29/9/2022

Venue: New block computer lab

Time: 2pm-4pm



Resource Persons

Ms. Athira James

Assistant Professor, NCP

Mr. Jobin Baby

Assistant Professor, NCP



Organised by
Staff and student welfare committee, NCP





Subject.....

[illegible]