



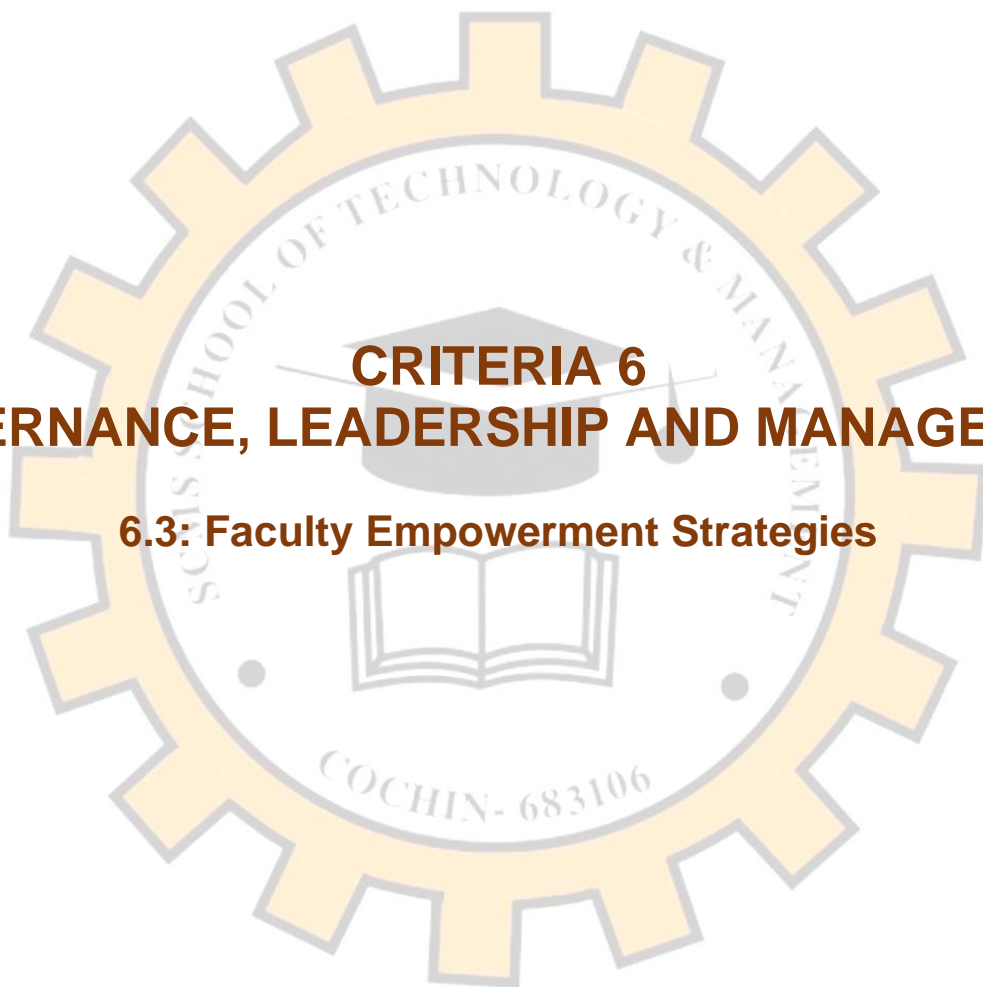
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM)

SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA

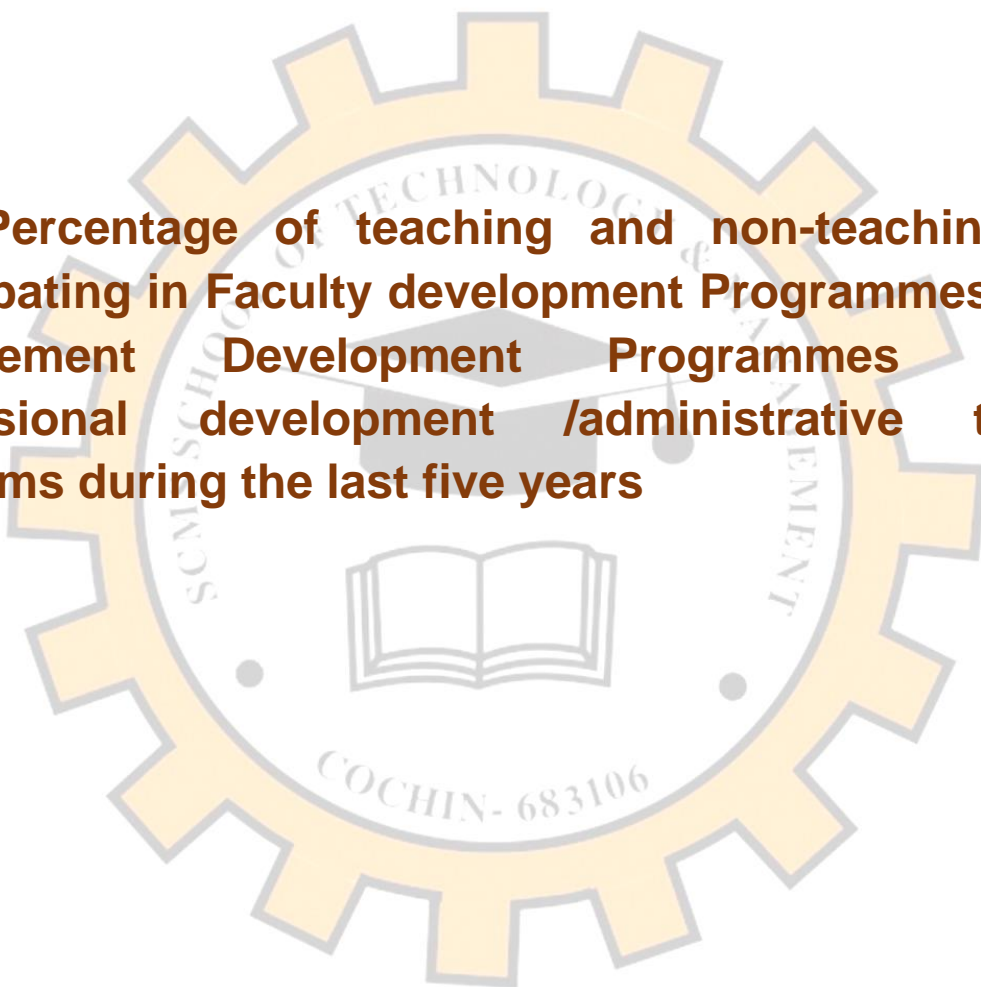
CRITERIA 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3: Faculty Empowerment Strategies



6.3.3: Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years



Brochures, Reports and Certificates





Administrative Training Programme (MS Word)

Administration Training Programme on MS Word was given on 14th July, 2017 for the following non-teaching staff for skill development and to increase productivity by Ms. Latha K, Assistant Professor, SSTM.

1	MS. GEETA R	Librarian
2	MS. KAVITHA P	Faculty Assistant
3	MS. SUGANDHI S	Faculty Assistant
4	MS. CHANDANAMARI T	Librarian



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

MS Word

Benefit :

- Skill Development
- Career Advancement
- Increased Productivity

INSTRUCTOR

MS. K LATHA



Date: 14th July, 2017
Venue: MBA Lab



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SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA



Administrative training programme on MS Word by Ms. Latha K

A handwritten signature in blue ink, appearing to read 'G. Sashi Kumar'.

Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Training Programme on MS Excel

Training programme on MS Excel was given by Ms. Shobhy Sunny, Assistant Professor, SSTM on 12th July, 2019 for the following non-teaching staff to analyse, organise, and evaluate quantitative data.

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

MS EXCEL

TRAINING PROGRAM

Bridging the Skills Gap

 **RESOURCE PERSON :**
Ms.Shoby Sunny
Assistant Professor, SSTM

Benefit :

- Skill Development
- Career Advancement
- Increased Productivity

DATE: 12th July, 2019
Venue: MBA LAB

They were taught sophisticated Excel functions in order to present their data more effectively to senior management.



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA

The list of participants are :

1	MS. GEETA R	Librarian
2	MS. KAVITHA P	Faculty Assistant
3	MS. SUGANDHI S	Faculty Assistant
4	MS. CHANDANAMARI T	Librarian
5	Binu CR	Lab Assistants
6	Sandeep U Menon	Lab Assistants
7	Aneesh MR	Lab Assistants
8	Vishnu Sashidharan	Lab Assistants
9	Ramyesh AK	Lab Assistants
10	Vinu Venkatesh	Lab Assistants



Training Programme on MS Excel by Ms. Shobhy Sunny

Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Introduction to Online Video Conferencing tools

Training on “Introduction to Online Video Conferencing Tools” was provided by Mr. Praveen Kammath, Head, systems Department, SCMS Group of Educational Institutions on 16th July, 2020. The following are the participants.

1	MS. GEETA R	Librarian
2	MS. KAVITHA P	Faculty Assistant
3	MS. SUGANDHI S	Faculty Assistant
4	MS. CHANDANAMARI T	Librarian
5	Binu CR	Lab Assistants
6	Sandeep U Menon	Lab Assistants
7	Aneesh MR	Lab Assistants
8	Vishnu Sashidharan	Lab Assistants
9	Ramyesh AK	Lab Assistants
10	Vinu Venkatesh	Lab Assistants

An introduction on various video conferencing tools like Zoom, Google meet, Webex, Microsoft Teams etc was given. The benefits of holding meetings, job training sessions, or addressing board members through Video conferencing tools were addressed.



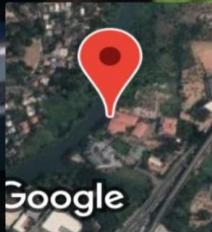
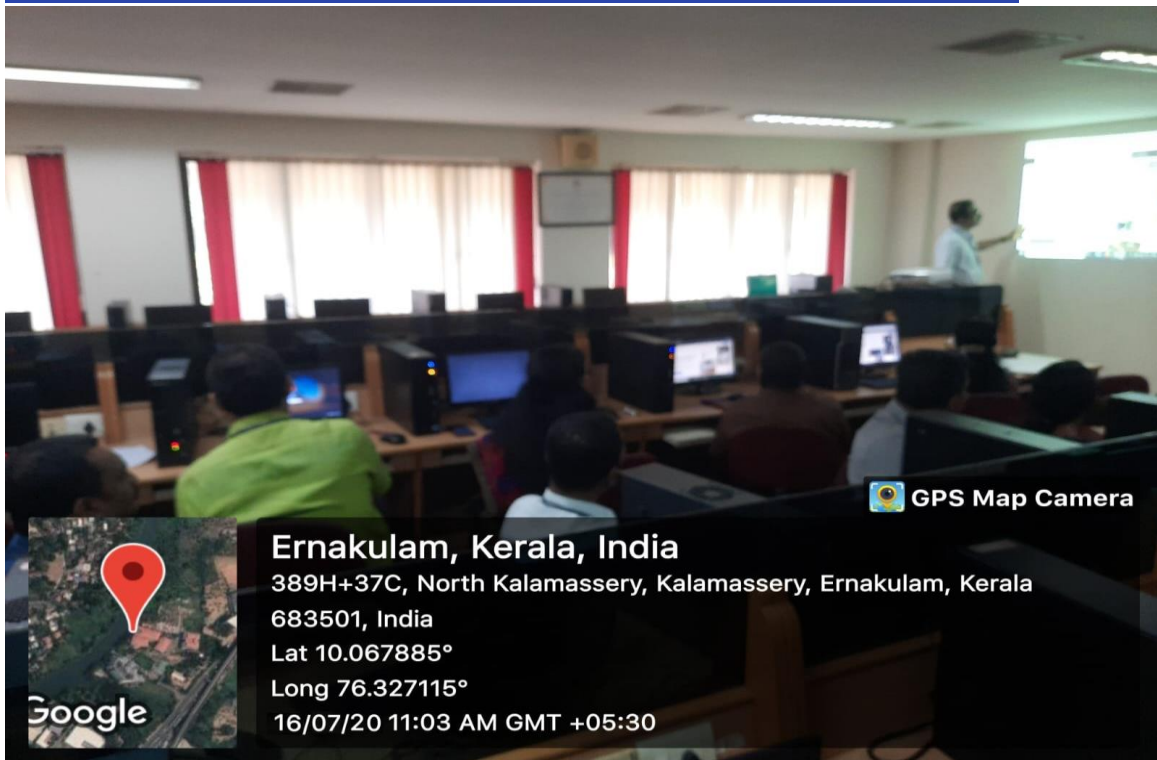
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



Introduction to
ONLINE VIDEO CONFERENCING TOOLS
16TH JULY , 2020



Resource Person:
Mr. Praveen Kamath
Head- Systems Department
SCMS Group of Educational Institutions



Ernakulam, Kerala, India
389H+37C, North Kalamassery, Kalamassery, Ernakulam, Kerala
683501, India
Lat 10.067885°
Long 76.327115°
16/07/20 11:03 AM GMT +05:30

GPS Map Camera

Training on "Introduction to Online Video Conferencing Tools" by Mr. Praveen Kamath

Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT





Training Programme on Smart Casuals

Training on “Smart Casuals” was provided by Mr. Mahesh Nazare, Director, HR & L&D, WATConsult on 15th July, 2021. Smart casual attire is a professional dress style that incorporates trendy pieces into an outfit to achieve a clean, yet comfortable, semi-formal appearance. There are a wide variety of clothing options to choose from, a style of clothing that will give you a professional appearance without wearing suits or other formal professional clothing.

The poster features a green background with a black vertical bar on the left. At the top left is the SCMS logo. The text 'SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT' is in white. Below it, 'SMART CASUALS' is in large white letters, followed by 'ADMINISTRATIVE TRAINING PROGRAM' in smaller white letters. A black box contains the date 'DATE: 15TH JULY, 2021' in white. On the right, there are two illustrations: a woman's outfit (blue blazer, yellow top, brown skirt, brown bag) and a man's outfit (dark suit, white shirt, tie). Below the woman's outfit are two brown high-heeled shoes. On the left, under 'RESOURCE PERSON:', is a photo of Mr. Mahesh Nazare. At the bottom left, his name and title are listed in white text.

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SMART CASUALS
ADMINISTRATIVE TRAINING PROGRAM

DATE: 15TH JULY, 2021

RESOURCE PERSON:

Mr. Mahesh Nazare
Director-HR, L&D, WATConsult



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Muttom, Aluva, COCHIN- 683 106. KERALA

The participants among the non-teaching staff are:

1	MS. GEETA R	Librarian
2	MS. KAVITHA P	Faculty Assistant
3	MS. SUGANDHI S	Faculty Assistant
4	MS. CHANDANAMARI T	Librarian
5	Binu CR	Lab Assistants
6	Sandeep U Menon	Lab Assistants
7	Aneesh MR	Lab Assistants
8	Vishnu Sashidharan	Lab Assistants
9	Ramyesh AK	Lab Assistants
10	Vinu Venkatesh	Lab Assistants



Training Programme on Smart Casuals by Mr. Mahesh Nazare

Dr. G. SASHI KUMAR
PRINCIPAL
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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

Sl. No. 04

This is to certify that Ms. Chandanamari T
has participated in **Administrative Training Program on MS Word**, organized by SCMS School of
Technology and Management (SSTM) on 14.07.2017.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin





Dr. G SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

Sl. No. 03

This is to certify that Ms. Sugandhi S
has participated in **Administrative Training Program on MS Word**, organized by SCMS School of
Technology and Management (SSTM) on 14.07.2017.

Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



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SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

SL No. 02

This is to certify that Ms. Kavitha P
has participated in **Administrative Training Program on MS Word**, organized by SCMS School of
Technology and Management (SSTM) on 14.07.2017.

Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHI KUMAR
PRINCIPAL
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SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

Sl No. 01

This is to certify that Ms. Geeta R

has participated in **Administrative Training Program on MS Word** , organized by SCMS School of Technology and Management (SSTM) on 14.07.2017.

Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHIKUMAR
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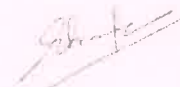
Certificate of Participation

Sl. No. 10

This is to certify that Mr. Vinu Venkatesh
has participated in **Administrative Training Program on MS Excel**, organized by SCMS School of
Technology and Management (SSTM) on 12.07.2019.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHI KUMAR
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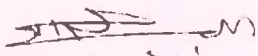
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106


Certificate of Participation

Sl. No. 09


This is to certify that Mr. Ramyesh AK
has participated in **Administrative Training Program on MS Excel** , organized by SCMS School of
Technology and Management (SSTM) on 12.07.2019.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin




DR. G SASHI KUMAR
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Certificate of Participation

Sl. No. 08

This is to certify that Mr Vishnu Sashidharan
has participated in **Administrative Training Program on MS Excel**, organized by SCMS School of
Technology and Management (SSTM) on 12.07.2019.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin


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Certificate of Participation

SL No. 07

This is to certify that Mr Aneesh M R

has participated in **Administrative Training Program on MS Excel**, organized by SCMS School of Technology and Management (SSTM) on 12.07.2019.

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Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



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Certificate of Participation

Sl. No. 06


This is to certify that Mr. Sandeep U Menon
has participated in **Administrative Training Program on MS Excel** , organized by SCMS School of
Technology and Management (SSTM) on 12.07.2019.


Dr. Radha P. Thevannoor
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Certificate of Participation

Sl. No. 05

This is to certify that Mr. Binu C R
has participated in **Administrative Training Program on MS Excel**, organized by SCMS School of
Technology and Management (SSTM) on 12.07.2019.

Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



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Certificate of Participation



Sl. No. 04

This is to certify that Ms. Chandanamari T
has participated in **Administrative Training Program on MS Excel**, organized by SCMS School of
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Dr. Radha P. Thevannoor
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SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin



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Certificate of Participation

Sl. No. 03

This is to certify that Ms. Sugandhi S
has participated in **Administrative Training Program on MS Excel**, organized by SCMS School of
Technology and Management (SSTM) on 12.07.2019.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin


Dr. G SASHI KUMAR
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Certificate of Participation

SL No. 02

This is to certify that Ms. Kavitha P
has participated in **Administrative Training Program on MS Excel** , organized by SCMS School of
Technology and Management (SSTM) on 12.07.2019.

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Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



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Certificate of Participation

Sl. No. 01

This is to certify that Ms. Geeta R
has participated in **Administrative Training Program on MS Excel** , organized by SCMS School of Technology and Management (SSTM) on 12.07.2019.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




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Principal
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Certificate of Participation

Sl. No. 01

Mr. Vinu Venkatesh

This is to certify that

has participated in **Administrative Training Program on Introduction to Online Video Conferencing tools**, organized by SCMS School of Technology and Management (SSTM) on 16.07.2020.

Handwritten signature of Dr. Radha P. Thevannoor.

Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Handwritten signature of Dr. G Sashikumar.

Dr. G Sashikumar
Principal
SSTM, Cochin



Handwritten signature of Dr. G Sashi Kumar.

Dr. G SASHI KUMAR
PRINCIPAL

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Certificate of Participation

Sl. No.02

Mr. Ramyesh AK

This is to certify that
has participated in **Administrative Training Program on Introduction to Online Video Conferencing tools**, organized by SCMS School of Technology and Management (SSTM) on 16.07.2020.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin




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Certificate of Participation

Sl. No. 03


Mr. Vishnu Sasidharan

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Dr. Radha P. Thevannoor
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Dr. G Sashikumar
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Certificate of Participation

SL No. 04

Mr Aneesh M R

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Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



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Principal
SSTM, Cochin



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Certificate of Participation

Sl. No. 05

Mr. Sandeep U Menon

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Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin

Dr. G SASHI KUMAR
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SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

Sl. No. 06

Mr. Binu C R

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Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHI KUMAR
PRINCIPAL
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Certificate of Participation

Sl. No. 07

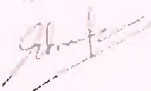
Ms. Chandanamari T

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Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHIKUMAR
PRINCIPAL
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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

SL No. 08

Ms. Sugandhi S

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Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin




DR. G SASHI KUMAR
PRINCIPAL

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



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SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

Sl. No. 09

Ms. Kavitha P

This is to certify that

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Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHI KUMAR
PRINCIPAL

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SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106


Certificate of Participation

Sl. No. 10

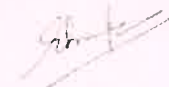
Ms. Geeta R

This is to certify that

has participated in **Administrative Training Program on Introduction to Online Video Conferencing tools**, organized by SCMS School of Technology and Management (SSTM) on 16.07.2020.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

Sl. No. 11

This is to certify that Mr. Vinu Venkatesh

has participated in **Administrative Training Program on Smart Casuals**, organized by SCMS School of Technology and Management (SSTM) on 15.07.2021.

Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHI KUMAR
PRINCIPAL

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

Sl. No. 12

This is to certify that **Mr. Ramyesh AK**

has participated in **Administrative Training Program on Smart Casuals**, organized by SCMS School of Technology and Management (SSTM) on 15.07.2021.

Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin



Dr. G SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106


Certificate of Participation

Sl. No. 13

This is to certify that **Mr. Vishnu Sashidharan**
.....
has participated in **Administrative Training Program on Smart Casuals**, organized by SCMS School of
Technology and Management (SSTM) on 15.07.2021.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
SSTM, Cochin




Dr. G SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

Sl. No. 14

This is to certify that **Mr. Aneesh MR**
.....
has participated in **Administrative Training Program on Smart Casuals**, organized by SCMS School of
Technology and Management (SSTM) on 15.07.2021.

Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin


DR. G SASHI KUMAR
PRINCIPAL

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

SCMS Campus, Prathap Nagar, Cochin, Kerala, India - 683 106

Certificate of Participation

SL No. 15

This is to certify that **Mr. Sandeep U Menon**

has participated in **Administrative Training Program on Smart Casuals**, organized by SCMS School of Technology and Management (SSTM) on 15.07.2021.

Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin



Dr. G Sashikumar
Principal
SSTM, Cochin

Dr. G SASHI KUMAR
PRINCIPAL



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Certificate of Participation

SL No. 16

This is to certify that Mr. Binu CR
has participated in **Administrative Training Program on Smart Casuals**, organized by SCMS School of
Technology and Management (SSTM) on 15.07.2021.


Dr. Radha P. Thevannoor
Registrar
SCMS Group, Cochin




Dr. G Sashikumar
Principal
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Certificate of Participation

Sl. No. 17

This is to certify that Ms. Chandanamari T
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This is to certify that Ms. Sugandhi S
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This is to certify that Ms. Kavitha P
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SL No. 20

This is to certify that Ms. Geeta R

has participated in **Administrative Training Program on Smart Casuals**, organized by SCMS School of Technology and Management (SSTM) on 15.07.2021.

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