



Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

Approved by Government of Tamil Nadu and Accredited by NAAC with "A" Grade (2nd Cycle)

Dr. N.G.P. - Kalapatti Road, Coimbatore - 641 048, Tamil Nadu, India

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ADMINISTRATION AS A CAREER

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Dr. N.G.P. ARTS AND SCIENCE COLLEGE



Dr. N.G.P. ARTS AND SCIENCE COLLEGE
Coimbatore, Tamil Nadu, India



- Induction Programmes
- Motivational Programmes
- Attitude and Goal
- Brain storming Session

GOAL SETTING



- Railway Recruitment Board
- Institute of Banking Personnel Service
- Union Public Service Commission
- Tamil Nadu Public Service Commission
- Staff Selection Commission
- CA/ACS/CMA

CAREER PATH



- Effective Communication Skills
- LSRW Skills
- Business English Certificate course
- Public Speaking Skill
- Content writing

COMMUNICATION SKILL



- Human Resource Management
- Case study analysis
- Systematic assessment, limitation and Development needs

PERSONNEL RESEARCH



- Hard Skill and Soft Skill
- Decision making and Problem Solving Skills
- Critical Thinking
- Human Values and Ethics

LIFE SKILL



- Objectives and Goal Settings
- Inspire and motivation
- Team Building
- Time management
- Leadership Quality

LEADERSHIP SKILL



- Computer Skill and Knowledge
- Presentation Skill
- Statistical analysis Enhancement
- Analytical Skill

TECHNOLOGICAL SKILL



- Character Building
- Society Connect
- Social Responsibility
- Team Spirit

CLUB ACTIVITIES