

# Motivation Workshop for "Co-optex Staff"



Organised by : Vivekananda Kendra - NARDEP  
Vivekanandapuum  
Kanyakumari - 629 702.



Sponsored by : Co-optex,  
Chennai, Tamilnadu



# ***Motivation Workshop for "Co-optex Staff"***

1. Name of the Organisation : Vivekananda Kendra - NARDEP  
Kanyakumari - 629 702
2. Sponsored by : The Tamilnadu Handloom Weavers'  
Co-operative Society Ltd.,  
Chennai
3. Venue : Vivekananda Kendra, (Gramodaya Park)  
Vivekanandapuram, Kanyakumari
4. Name of the programme : "Motivation Workshop"
5. Duration : 3 days
6. Dates : 07.03.2009 - 09.03.2009
7. Participants : 79 nos. - **Annexure - I**
8. Area : Tamilnadu
9. Communication method :
  - ❖ Interactive Lectures with Slides and LCD Projector
  - ❖ Songs
  - ❖ Innovative games
10. Syllabus :
  - ❖ Who am I?
  - ❖ Stress Management through Yoga
  - ❖ Value of Values
  - ❖ Sadhana in Daily life
  - ❖ Inspiration Stories - **Refer earlier report**
  - ❖ Breathing exercise
  - ❖ Customer relationship
11. Daily Sessions and Resource persons : **Annexure - II**

12. Highlights:

- ❖ Participants were benefited immensely by the morning Yogasana and afternoon breathing exercise.
- ❖ Appreciated the over-all discipline, punctuality and participatory method adopted during the workshop.
- ❖ Participants enjoyed the evening assembly – innovative games and action songs.
- ❖ Participants got an opportunity to see Sunrise, Sunset (Kanyakumari is famous for sun rise and Sun set) and visit Vivekananda Rock memorial and statue of Thiruvalluvar.

13. Valedictory function:

- Shri.Shankar Asst.General Manager, NABARD, Kanyakumari was the Chief guest for the concluding function. He informed the participants to get motivation from I.H.W (Indian House Wife) who carries out her duties without expecting any rewards, promotion, leave etc. She works day after day without retirement benefits also.
- Three participants gave their feed back during the concluding function. They appreciated the programme and thanked Co-optex officials for giving them an opportunity for such a novel, unique, stress reliving workshop. They wanted Vivekananda Kendra to organize such refresher courses for the participants every year, so that they will imbibe a few things which were taught during several sessions.

14. Photo gallery : C.D. Enclosed

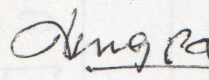
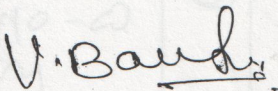
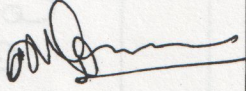
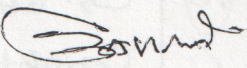

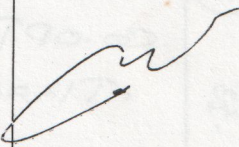


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Venue: Gramodaya Park  
Vivekanandapuram

Date: 7<sup>th</sup> to 9<sup>th</sup> March, 2009

### Participant List

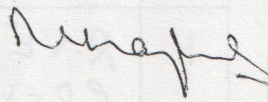
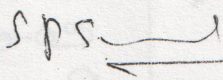

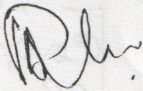
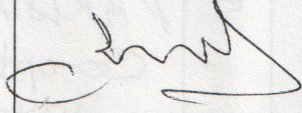
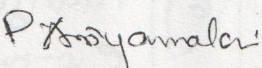
| S.no | Name and Address   | Phone no & Email Address | Signature   |
|------|--|--------------------------|---|
| 1    | R. VENUGOPAL<br>CO-OPTEX SHOW<br>ROOM - ALAPPUZHA<br>KERALA STATE          | 0477<br>2237258          |    |
| 2    | V. BANASUBRAMANIAM.<br>CO-OPTEX SHOWROOM.<br>RASAPALAYAM.                  | 226111                   |    |
| 3    | J. Vijayakumar<br>Co-optex PSP<br>Eastfort Tupm                            | 0471<br>2454512          |  |
| 4    | S. THAKURMAJI<br>CO-OPTEX SHOWROOM<br>SKIVILLIPURUR 6212<br>MADURAI REGION | 99924<br>24669           |  |
| 5    | P. KRISHNA PRAKASHAM<br>Co-optex ShowRoom<br>Jayangar<br>Bangalore - 11    | 080<br>22159839          |  |
| 6    | Mangunathswaram NK<br>Co-optex ShowRoom<br>Devenajuns Road<br>Mysore.      | 0821<br>2425185          |  |

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|------|--|--------------------------|---|
| 7    | A. DHANUSH KODI<br>CO. OPTEX SHOWROOM<br>TIRUVALLUR            | 094423-<br>94335         |    |
| 8    | S. P. Sankararayanan<br>Co-optex Regional Office<br>Madurai    | 99945<br>94686           |    |
| 9    | A. RAHIMAN SHARIF<br>CO OPTEX SHOWROOM<br>BELLARY<br>BANGALORE | 09986097727              |  |
| 10   | G. BALASUBRAMANIAN<br>Co-optex Warehouse,<br>Madurai-3.        | 98436<br>96379           |  |
| 11   | R. SANKIVASAN<br>CO OPTEX REGIONAL OFFICE<br>MADURAI-3         | 98651<br>69037           |  |
| 12   | P. APAYAMALAI<br>CO. OPTEX, POTHIOMAN<br>TIRANISAPUR           | 94428<br>27347           |  |

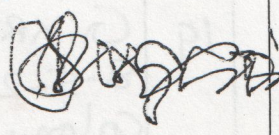
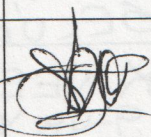
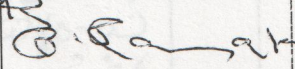
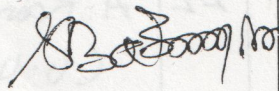
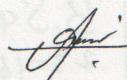
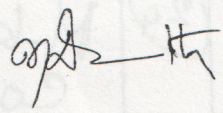
Shrinivas  
Smt

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## Participant List

| S.no | Name and Address   | Phone no & Email Address | Signature   |
|------|--|--------------------------|---|
| 13   | C. SINGARAM<br>Co-optex Regional<br>Office, Bangalore        | 998630335<br>080-242524  |    |
| 14   | S. Palaniappan<br>Co-optex Madhavaram<br>Bangalore           | 9448938183               |    |
| 15   | G. RAMAKRISHNAN<br>CO-OPTEX REGIONAL<br>OFFICE<br>MADRAS     | 944528342                |   |
| 16   | S. BALASUBRAMANIAN<br>CO-OPTEX<br>RAMNAD.<br>623501          | 04567<br>220713          |  |
| 17   | T. O ANNIE<br>COORDINATOR<br>ANNIYE<br>COIMBATORE REGION     | 0484262747               |  |
| 18   | N. Daleshiananth<br>Sr. Asst. -<br>Co-optex RO<br>Bangalore. | 948142225                |  |

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Co-optex Region  
VIJAYAWADA - 2


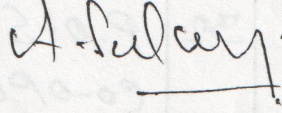

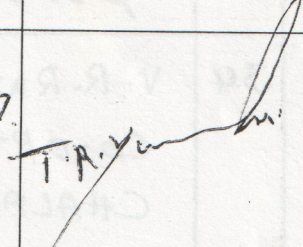
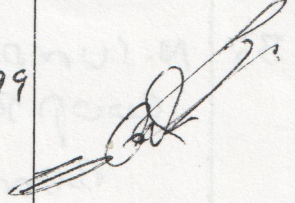

| S.no | Name and Address  | Phone no & Email Address   | Signature                                |
|------|---|--|--|
| 19   | G. KRISHNA MURTHY<br>8-5-239, syndicate Bank<br>Colony, Old Bowenpally<br>SECUNDERABAD-11   | 040-27898960<br>093480-29256<br>CO-OPTEX minerva<br>VIJAYAWADA-Region.             | G. Murthy                                |
| 20   | K. VEERA RAJU<br>9-48 Venkateswara<br>Padmapurepudi mandal<br>Krishna District - 59681<br>Co-optex A.P. 08674-259681<br>Eluru Road, Vijayawada. | 0866 2573361<br>0988560056<br>Co-optex Eluru Road,<br>VIJAYAWADA Region            | K. Veera Raju                            |
| 21   | K. Varalakshmi<br>Co-optex R.O., 8th Pet<br>Vijayawada - 2  | 0866 2573360<br>2432703<br>0866 2572757<br>Co-optex Regional Office,<br>VIJAYAWADA | K. Varalakshmi                           |
| 22   | A. Ramakrishna Babu<br>CO-OPTEX Showroom<br>GUNTUR-1  | 9246473715<br>Co-optex.<br>GUNTUR.<br>VIJAYAWADA.                                  | A.R.<br>(RAMAKRISHNA BABU)               |
| 23   | B. Satyanarayana Prasad<br>23-16-25 Kumalya Street<br>Wen A.D. Street Apartment -<br>Satyanarayana Prasad<br>Vijayawada - 520101                | 08644 211527<br>92 916 72177<br>COOPTEX<br>TORNALI<br>VIJAYAWADA                   | B.S. Prasad<br>(B. Satyanarayana Prasad) |
| 24   | M. Krishna Rao<br>Co-optex<br>Strikakaloum,<br>GIT Road. 08962<br>Phonon 223703.  | 904055<br>9094<br>9401281102   | M. Krishna Rao                           |

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| 25   | S. Chandrasekaran<br>Co. Op Tex showrooms<br>Therir  | 9976637109<br>mdu_anjali<br>@sancha.net.in |    |
| 26   | A. Selvaraj<br>Senior Asst<br>Cooptex Regional office<br>29-25 Panamandiram of<br>Visayawada | 9963843510                                 |    |
| 27   | U. B. Peraswamy<br>Manager Gr. - III<br>Co-optex - Vannam<br>Perambur - Ch - 11              | 9444649702                                 |   |
| 28   | T. R. Yesudoos<br>Manager Gr. - II<br>Co-optex - Thiruvallur.                                | 9444139477<br><del>02</del>                |  |
| 29   | M. P. Balasubramaniam<br>Manager - Gr. I<br>Kuralagam<br>Chennai.                            | 9941103699                                 |  |
| 30   | R. THAN SANKAR<br>Manager gr. II<br>CO-OPTEX<br>ARAVINDAN<br>TUVS-Region                     | 954371<br><del>222356</del>                |  |

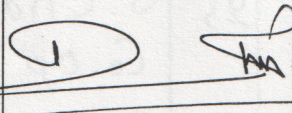
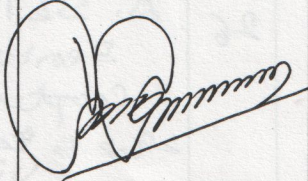
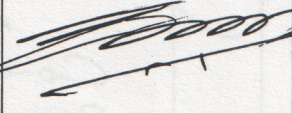

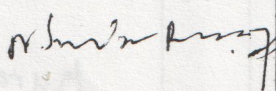
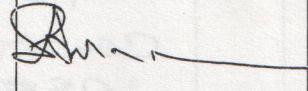


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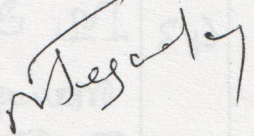
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| 31   | M. Antony<br>Co-optex<br>Aluva Kerala St                      | 0484<br>262 7747         |    |
| 32   | P.O. SALEEM<br>CO-OPTEX<br>ERNAKULAM                          | 0484<br>2353936          |    |
| 33   | K.V. SHAJI<br>Co-optex M.S.P.<br>Ernakulam,<br>Mullimuttu     | 0484<br>2372795          |  |
| 34   | V.R. RASITHA<br>CO-OPTEX EMPORIUM<br>CHALAKKUDY<br>COIMBATORE | 2530212                  |  |
| 35   | N. SUNDAR RAJAN<br>COOP TEX ASSOCIATION<br>BANGALORE          | 25591319                 |  |
| 36   | S. AMBALAVANAN<br>Co-optex<br>Tranbair                        | 04235<br>49374           |  |

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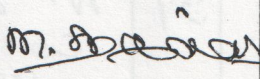
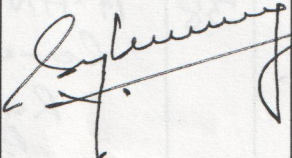
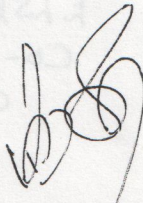
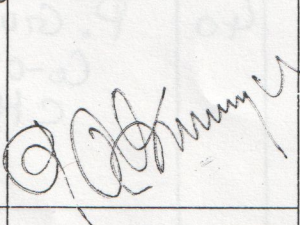
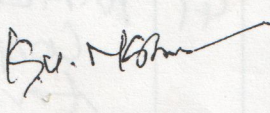
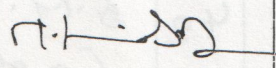
| S.no | Name and Address  | Phone no & Email Address   | Signature   |
|------|---|----------------------------|---|
| 37   | N. JAGADISHAN<br>Co-optex Show Room<br>Vijayanagar.<br>Bangalore.         | 9448030904<br>080-23304474 |  |
| 38   | A. ANBALAGAN.<br>Co-optex Show Room.<br>Rammendur.<br>BANGALORE           | 23141483                   | A. Anbalag.   |
| 39   | E. L. S. MARGHESE<br>CO-OPTEX VANAVIL<br>CHENNAI 600018                   | 9444556286                 | E. L. S. Marghes.   |
| 40   | P. GUNASUNDARI<br>CO-OPTEX VANAVIL<br>CHENNAI-600018                      | 9840154771                 | P. Gunasundari  |
| 41   | K. MEENAKSHI.<br>COOPTEX ETIMINIKK<br>ANNANAGAR<br>CHENNAI. HO.<br>600046 | 26212471                   | K. Meenakshi  |
| 42   | S. M. LAKSHMI.<br>COOPTEX VANAVIL<br>CHENNAI<br>600018                    | 94437<br>96737             | S. M. Lakshmi   |

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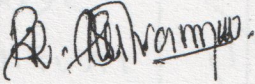
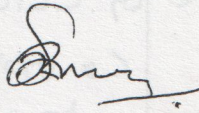

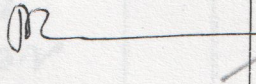
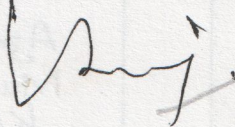
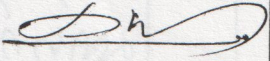
| S.no | Name and Address  | Phone no & Email Address                | Signature   |
|------|---|---|---|
| 43   | M. Shajahan (2011/2012)<br>Manager III<br>Co-optex Pattukkottai<br>Thanjavur Region       | 9965978446<br>984373257400              |    |
| 44   | T. Suryanarayana<br>Production Supervisor (S.G)<br>Co-optex Regional office<br>Thanjavur. | 9976715712<br>tippa.surya.<br>yahoo.com |    |
| 45   | V. ELUMUTH<br>3008 man (S.G)<br>Co-optex<br>Chudiyi                                       | 9444842328                              |   |
| 46   | R. Narayamadamy<br>Manager Cooptex<br>I.S.S.R.<br>Thanjavur.                              | 9940947342                              |  |
| 47   | K. U. MATHIVANAN<br>Salesman (S.G)<br>Cooptex Kolam Branch<br>Chennai                     | 9444430449                              |  |
| 48   | M. Gowri Sankar<br>SM 39<br>Cooptex Wane branch<br>Tirunelveli.                           | 9486584922                              |  |

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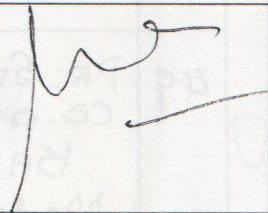
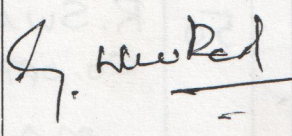
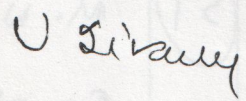

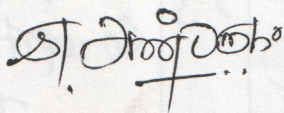
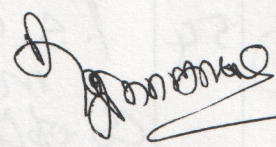
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|------|--|--------------------------|---|
| 49   | PR. SETHURAMAN<br>CO-OPTEX SHOWROOM<br>BARAIKUDI<br>Madurai Region     | 9442814625               |    |
| 50   | R. SWAMINATHAN,<br>CO-OPTEX REGIONAL<br>OFFICE<br>MADURAI              | 0452-<br>2693279         |    |
| 51   | M. NAVIS BRINTO<br>LOUTHORAS<br>CO-OPTEX MALLIGAI<br>MADURAI           | 9787134477               |  |
| 52   | P. RAMACHANDRAN<br>CO-OPTEX<br>PERAMBALUR<br>THANJAVUR Region          | 9943036356               |  |
| 53   | P. KABILAN<br>Co-optex "Anudhasurabi"<br>TRICITY -2                    | 9003576046<br>9944544569 |  |
| 54   | P. S. GUNASEKARAN<br>manager<br>Co-optex Show Rooms<br>PILUVELI Region | 04639/277323             |  |

## Motivation workshop for Co-optex Staff

Venue: Gramodaya Park  
Vivekanandapuram

Date: 7<sup>th</sup> to 9<sup>th</sup> March, 2009

### Participant List

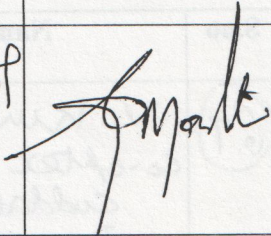
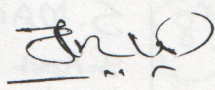

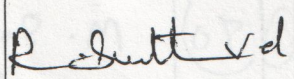
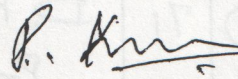
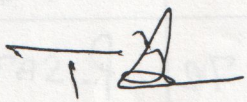
| S.no     | Name and Address   | Phone no & Email Address | Signature   |
|----------|--|--------------------------|---|
| 55<br>1/ | N. Veerapandian<br>Selukhunnian<br>manager<br>MUTHUNAVAN CO-OPTEX<br>TIRICURIN                 | 98423<br>18707           |    |
| 56       | G. LEISHMANA PERUMAL<br>CO-OPTEX SHOW ROOM<br>MARTTANDAM                                       | 994084<br>6205           |    |
| 57       | U. SIVANU<br>OFFICE MANAGER<br>CO-OPTEX<br>Alagappan Nagar<br>Madurai                          | 94869<br>57892           |  |
| 58       | ANAYAN PERUMAL<br>MANAGER III<br>V.O.C. COOPTEX<br>THOOTHUKUDI.                                | 94431<br>74878           |  |
| 59       | S. HASSAN FAROOK.<br>co-optex showroom.<br>Azad Road.<br>Municipal Complex.<br>KARUR - 639001. | 90034<br>47591           |  |
| 60       | T. RAJARAMAN.<br>376, Gadavai St,<br>NAGAPATTINAM<br>Phno. 0465242225                          | 9067181303               |  |

## Motivation workshop for Co-optex Staff

Venue: Gramodaya Park  
Vivekanandapuram

Date: 7<sup>th</sup> to 9<sup>th</sup> March, 2009

### Participant List

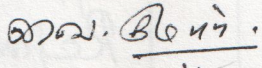
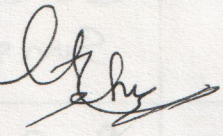
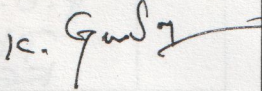
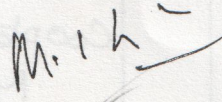
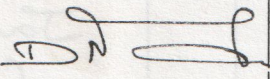
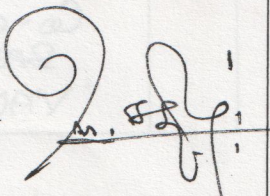
| S.no | Name and Address  | Phone no & Email Address | Signature   |
|------|---|--------------------------|---|
| 61   | K. MOORTHY<br>Office Manager<br>Regional office THANJAVUR.                          | 9446832509               |    |
| 62   | K. S. Balakrishnan<br>Co-optex<br>Sun street ealicut                                | 9495413137               |    |
| 63   | A. P. GOPI.<br>Co-optex<br>P.O. Road<br>THRISSUR. I.<br>KERALA.                     | 9447916278               |   |
| 64   | R. SENTHILVEL<br>Production Supervisor<br>Cooptex Regional office<br>MADURAI        | 9865520658               |  |
| 65   | P. KUMAR<br>Co. Optex Manager<br>Jawahar Bhavanam<br>Chennai                        | 9360582072               |  |
| 66   | T. RAJENDRAN<br>MANAGER<br>Co. OPTEX SIVURAM<br>BAZAR STREET<br>VILANATHAN, TRIPUR. | 9443973445               |  |

## Motivation workshop for Co-optex Staff

**Venue:** Gramodaya Park  
Vivekanandapuram

**Date:** 7<sup>th</sup> to 9<sup>th</sup> March, 2009

### Participant List

| S.no | Name and Address  | Phone no & Email Address    | Signature   |
|------|---|-----------------------------|---|
| 67   | V. Kuman,<br>Co-optex Show Room,<br>Cuddalore Road,<br>Parupatti - 607002,<br>Cuddalore - Dist. | 9486390318                  |    |
| 68   | S. MAHENDRAN<br>Sr. Asst<br>Captain Regional office<br>Coimbatore                               | 9422 2590821<br>94280 50351 |    |
| 69   | K. Ganeshan<br>Attender<br>Captain Regional office<br>Chennai                                   | 96590 80123                 |  |
| 70   | M. Socomon.<br>O.M. Andix<br>Co-optex R.O.<br>Chennai   | 9994767592                  |  |
| 71   | D. Nandagopal<br>Prodn. Supervisor<br>Co-optex<br>MADURAI                                       | 9842908400                  |  |
| 72   | P. SATHISH<br>SALESMAN<br>Co-optex Dharmapuri<br>Coimbatore - Region                            | 9976979422                  |  |

## Motivation workshop for Co-optex Staff

Venue: Gramodaya Park  
Vivekanandapuram

Date: 7th to 9th March, 2009

### Participant List

| S.no | Name and Address  | Phone no & Email Address | Signature         |
|------|---|--------------------------|-------------------|
| 73   | P. VENKATESWARLU,<br>Production supervisor<br>o/o. Co-optex (D&P) office<br>Erode | 9865654333               | P. Venkateswarlu  |
| 74   | C. GOVINDASAMY<br>S.M (SG)<br>Co-optex from UNU<br>Erode.                         | 9942160117               | C. Govindasamy    |
| 75   | S. SUNDARARAMAN<br>S.M. SG,<br>Co-optex on South<br>Kumbakonam,                   | 0635<br>2930492          | S. Sundararaman   |
| 76   | R. VENKATALAPATHY<br>Production supervisor<br>office of the MCD&P<br>Erode        | 9486484755               | R. Venkatalapathy |
| 77   | R. KALIAMURTHI.<br>Beth. Super. (S.M.)<br>Co-optex, R.oppin.<br>COIMBATORE.       | 98427.39700              | R. Kalamurthi     |
| 78   | K. THANGAVELU<br>Senior Asst (SG)<br>Co-optex Regl. office<br>Coimbatore          | 94427 11007              | K. Thangavelu     |



# Motivation workshop for Co-optex Staff

Venue: Gramodaya Park  
Vivekanandapuram

Date: 7th to 9th March, 2009.

## Participant List

| S.no | Name and Address   | Phone no & Email Address | Signature    |
|------|--|--------------------------|--------------|
| 79   | CAMYAPPAN<br>Production Supervisors<br>Cooptex Regional office<br>COIMBATORE | 9842884500               | C. My. H. J. |
|      |  |                          |              |
|      |  |                          |              |
|      |  |                          |              |
|      |  |                          |              |
|      |  |                          |              |

## Motivation Camp for Co-optex Staff Members

### Daily Routine - Day 1

|                |   |   |
|----------------|---|---|
| Breakfast      | - | 8.00 to 9.00 hrs.   |
| Registration   | - | 9.00 to 9.30 hrs.   |
| Inauguration   | - | 9.45 to 10.45 hrs.  |
| Tea            | - | 10.45 to 11.00 hrs.   |
| Session - II   | - | 11.00 to 12.00 hrs -<br>(Who am I? - V.Ramakrishnan)                      |
| Session - III  | - | 12.00 to 13.00 hrs. - Pranayama   |
| Lunch and Rest | - | 13.00 to 14.30 hrs.   |
| Session-IV     | - | 14.30 to 15.30 hrs. -<br>(Methods of Communication-<br>Shri.HanumanthRao) |
| Tea            | - | 15.30 to 16.00 hrs. -   |
| Session V      | - | 16.00 to 17.00 hrs.<br>(Communication Games<br>Shri. Hanumanth Rao)       |
| Yoga           | - | 17:00 to 18:30 hrs.   |
| Night Assembly | - | 19.00 to 20.15 hrs.   |
| Dinner         | - | 20.30 to 21.30hrs.  |
| Lights off     | - | 22.00 hrs.  |



## Motivation Camp for Co-optex Staff Members

### Daily Routine - Day 2

|                |   |   |
|----------------|---|---|
| Get up         | - | 5.00 hrs.   |
| Tea            | - | 5.15 hrs.   |
| Yoga           | - | 5.45 to 7.15 hrs.   |
| Ablution       | - | 7.15 to 8.15 hrs.   |
| Breakfast      | - | 8.15 to 9.00 hrs.   |
| Inspiration    | - | 9.00 to 9.30 hrs.   |
| Session - I    | - | 9.30 to 10.45 hrs. -<br>(How of Action -Shri.Krishnamoorthy)                      |
| Tea            | - | 10.45 to 11.00 hrs.   |
| Session - II   | - | 11.00 to 12.00 hrs -<br>(Customer Relationship Management -<br>Shri.Dhanasekaran) |
| Session - III  | - | 12.00 to 13.00 hrs. -<br>(living in tune with Nature - Sis.Saraswathy)            |
| Lunch and Rest | - | 13.00 to 14.30 hrs.   |
| Session-IV     | - | 14.30 to 19:00 hrs. -<br>(V.R.M Visit and Tiruvalluvar Statue)                    |
| Night Assembly | - | 19.00 to 20.15 hrs.   |
| Dinner         | - | 20.15 to 21.30hrs.  |
| Lights off     | - | 22.00 hrs.  |



## Motivation Camp for Co-optex Staff Members

### Daily Routine - Day 3

|                    |   |  |
|--------------------|---|--|
| Get up             | - | 5.00 hrs.  |
| Tea                | - | 5.15 hrs.  |
| Yoga               | - | 5.45 to 7.15 hrs.  |
| Ablution           | - | 7.15 to 8.15 hrs.  |
| Breakfast          | - | 8.15 to 9.00 hrs.  |
| Inspiration        | - | 9.00 to 9.30 hrs.  |
| Session - I        | - | 9.30 to 10.45 hrs.<br>(Know your Health - Dr.V.Ganapathy)      |
| Tea                | - | 10.45 to 11.00 hrs.  |
| Session - II       | - | 11.00 to 12.00 hrs -<br>(BUM- Shri. N.Subramaniyapillai)       |
| Session - III      | - | 12.00 to 13.00 hrs. -<br>(BUM- Shri. N.Subramaniyapillai)      |
| Lunch and Rest     | - | 13.00 to 14.30 hrs.  |
| Session-IV         | - | 14.30 to 15.30 hrs.<br>(Values of Value - Shri. Umayorubhagan) |
| Tea                | - | 15.30 to 16.00 hrs.  |
| Concluding Session | - | 16.00 to 17.00 hrs.  |



*shikshon*  
**'Sthanick Karyakartha Prathisthan Shibir'**

1. Name of the Organisation : Vivekananda Kendra - NARDEP  
Kanyakumari - 629 702
2. Conducted by : Rural Development Programme  
And  
Vivekananda Kendra-NARDEP  
Vivekanandapuram
3. Venue : TRC, Anjaneyapuram, Kalluvilai
4. Duration : 3 days
5. Dates : 15<sup>th</sup> to 17<sup>th</sup> May, 2009
6. No. of participants : 19 ( Total participants = 38)  
- **See Annexure - I**
7. Area : Tamilnadu
8. Communication method : Lectures, Interactive workshop,  
Field visits, Songs, games and  
Street play.
9. Resource Persons :
  - ❖ Shri.N.Krishnamoothi  
Vivekananda Kendra
  - ❖ Sis.Nivedita  
Vice-President  
Vivekananda Kendra
  - ❖ Shri.Ayyappan  
Secretary  
Rural Development Programme
  - ❖ Sis.V.Saraswathi  
Vivekananda Kendra-NARDEP
10. Chief Guest for concluding function :
  1. Smt.Janaki Pushpam  
Supervisor - Balwadi  
Rural Development Programme
  2. Shri.Hanumantla Rao  
Secretary (Administration)  
Vivekananda Kendra