



DATE:- 18-01-2022

OFFICE MANAGEMENT. - ATP / Discussion.

One-day ATP was organised to enhance the skills of office staff. Importance of office management, documentation, maintaining files, etc. were the core area of entire lecture. Office is considered as backbone of every organisation, hence a sound ^{office} management system is required to be developed.

Topic:- office Management-

Resource Persons:- Dr. A.K. Sing. Asst. Professor.

Dept. of English.

Dr. M.K. Singh, Asst. Professor.

Dept. of Botany.

Dr. A.K. Toppo. Asst. Professor

Dept. of Zoology.

Participated By:-

S.No.	Name	Signature.
01.	Sanat Kumar	
02.	नीरा कौर	
03.	Poojika sahu.	
04.	Pravrat Busuza Purse	