

Office of the Principal

Sant Shiromani Guru Ravidas Government College Sargaon, Dist-Mungeli (C.G.)

(College Code-2904) www.ssgrgcsargaon.ac.in email- ssrgovtcollegesargaon@gmail.com

Sargaon, Date-10.01.2016

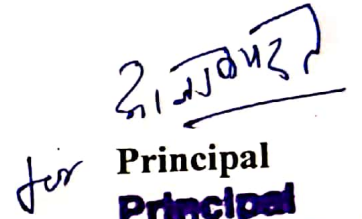
Order

All the members of non-teaching staff are informed that an administrative training program on "Office Management" will be organized by the institution on January 18, 2016 and are directed to attend the program.



Incharge

Administrative/ Professional Training Program



Principal
Principal
Sant Shiromani Guru Ravidas
Govt. College, Sargaon
Distt. Mungeli (C.G.)

Sargaon, Date-18.01.2016

Report of the administrative/professional training program on "Office Management"

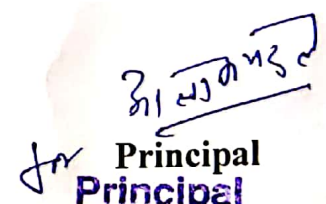
An administrative/professional training program on "Office Management" was organized by the institution on January 18, 2016. Dr. Chinmoyee Rani Das, Principal was the resource person. She gave a speech on the features of office management and inspired the staff to manage the office efficiently. The following members of non-teaching staff attended the program.

1. Shri B. R. Bhoshle, Asst. Grade 01
2. Shree C. M. Koshle, Asst. Grade 02
3. Shree Himanshu Yadav, Asst. Grade 03
4. Shri B. P. Ghritlahre, Lab Technician
5. Shree Sanat Kumar Manhar, Lab Technician
6. Shree Dharmendra Mahilang, Lab Technician

Total number of participants - 06


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