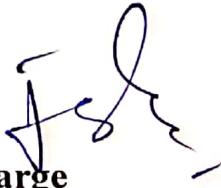# Office of the Principal
Sant Shiromani Guru Ravidas Government College Sargaon, Dist-Mungeli (C.G.)
(College Code-2904) www.ssgrgcsargaon.ac.in   email- ssgrgovtcollegesargaon@gmail.com
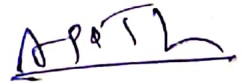
Sargaon, Date-01.08.2018

Order

All the members of non-teaching staff are informed that a administrative/professional training program on **"Use of Office Equipment and Computer Software"** will be organized by the institution on August 05, 2018 and are directed to attend the program.

Incharge
Administrative/ Professional Training Program

Principal

For Principal
Sant Shiromani Guru Ravidas
Govt. Coll...

Office of the Principal

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

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

Sargaon, Date-05.08.2018

Report of the administrative/professional training program on **"Use of Office Equipment and Computer Software"**

A administrative/professional training program **"Use of Office Equipment and Computer Software"** was organized by the institution on August 05, 2018. Dr. Abha Tripathi, Professor of Sociology was the resource persons. She gave speech on how to maintain office equipments and computer software with technical skill and perfection. 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

Incharge
Administrative/ Professional Training Program

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