

**Office of the Principal**

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


**(College Code-2904) [www.ssgrgcsargaon.ac.in](http://www.ssgrgcsargaon.ac.in) email- [ssrggovtcollegesargaon@gmail.com](mailto:ssrggovtcollegesargaon@gmail.com)**

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Sargaon, Date-07.07.2019

**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**

For

Principal

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

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Sargaon, Date-07.07.2019

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. Abha Tripath, Professor of Sociology 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. Ghrilahre, Lab Technician
5. Shree Sanat Kumar Manhar, Lab Technician
6. Shree Dharmendra Mahilang, Lab Technician

**Total number of participants - 06**



**Incharge**

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