



FDP on

Office Management & Administration

Date: 07-08-2021

Resource Person:

Dr. Durga Prasad Padhi

No. of participants: 27

About Resource Person

A goal-oriented professional with **nearly 23 years** of experience in Rehabilitation Project Management, Rural Marketing, Corporate Social Responsibility, Community Development across Power/ Infrastructure, Agro Product, Financial Products (Insurance), Skill Based Training (Govt. Programme) in the Rural **Development Sector**. Insightful professional with notable success in directing a broad range of Operations while participating in **planning, analysis & implementation of solutions in support of business objectives**; holds full P&L activities for business transformation and projects. Excels in providing tactical & operational direction and **leading delivery of Rehabilitation & Resettlement Projects**; proven success in providing leadership for conceptualizing, implementing, & managing programs. Excellent in **project appraisal, evaluation, impact analysis, resource planning** and deployment, project estimation, scheduling, tracking and implementation. Proven track record of adapting to different work cultures; **conceived, developed and facilitated partnerships with internal & external stakeholders** including government authorities & departments, Self Help Group (Mission Shakti), government functionaries, village committees, local bodies and strategic partners for smooth program implementation. Spearheaded initiatives for caring for the community by supporting a wide range of **initiatives**; integrated Corporate Social Responsibility into business processes; provided image-building plans & advised the company for innovating marketing plans for rural areas and image building exercises for gaining credibility and market share.

ABOUT THE PROGRAM

The office is described as a nerve center of the entire Organization. The present-day office activities have expanded to an extent to keep pace with rapid globalization. The office provides invaluable assistance to the management which involves decision-making at different stages. Hence the function of the office is to receive, process, tabulate and record the information and communicate.

OBJECTIVES

- Receiving and collecting information
- Maintaining a record of the information
- Systematic arrangement & analysis of information
- Disseminating information

- Coordinating

CONCLUSION

As a part of the training, public relation managers have to create public relations conscious in every employee of the institute.

Professional Training Programme on
"Office Management & Administration"
Date: 07-08-2021

Resource Person

Dr. Durga Prasad Padhi
 MD, Gram Tarang Foods

No. of Participants : 27

Venue : Centurion University of Technology and Management

List of Participants

| | | |
|----|-------------------------|---------------------|
| 1 | Dr. Anita Patra | Professor |
| 2 | Mr. Pramod Saini | Professor |
| 3 | Mr. Gouri Kumar Sahu | Assistant Professor |
| 4 | Dr. Satyanarayan Dhal | Associate Professor |
| 5 | Dr. Prasanta Kumar Rath | Associate Professor |
| 6 | Dr. Subhasmita Mishra | Assistant Professor |
| 7 | Dr. Narayan Gouda | Associate Professor |
| 8 | Dr. Rosy Mallik | Assistant Professor |
| 9 | Dr. Santosh Kumar Nanda | Assistant Professor |
| 10 | Dr. Sivala Kumar | Professor |
| 11 | Dr. Gitanjali Behera | Assistant Professor |
| 12 | Dr. Shekhar Kumar Sahu | Assistant Professor |
| 13 | Dr. Santosh D.T. | Assistant Professor |
| 14 | Dr. Mitali Madhumita | Assistant Professor |
| 15 | Dr. Ruby Pandey | Assistant Professor |
| 16 | Dr. Sonam Sandeep Dash | Assistant Professor |
| 17 | Dr. Rajashree Jena | Assistant Professor |

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|----|------------------------------|---------------------|
| 18 | Dr. Prasanta Kumar Choudhury | Assistant Professor |
| 19 | Dr. Bhisma Narayan Rath | Assistant Professor |
| 20 | Dr. Satyabrata Nanda | Assistant Professor |
| 21 | Dr. Ashish Ranjan Dash | Associate Professor |
| 22 | Dr. Trilochan Penthia | Assistant Professor |
| 23 | Nanda Kishore Ray | Assistant Professor |
| 24 | Mr. Satyanarayan Padhy | Assistant Professor |
| 25 | Mr. Rajesh Kumar Misra | Assistant Professor |
| 26 | Ms. N. Jeevaratnam | Assistant Professor |
| 27 | Dr. Prafulla Kumar Panda | Associate Professor |



Dr. Prasanta Ku. Mohanty
Dean Academic



Mr. Prabhat Kumar

Patnaik

FDP coordinator