



## **CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**SDP on**

**“New Student Reporting Management”**

Date: 27-06-2018

**Resource Person: Mr. Rajesh Padhi**

**No. of Participants: 12**

**Venue:** Centurion University of Technology and Management, Rayagada, Odisha

**About resource person:** Mr. Rajesh Padhi A result oriented professional in administration with more than 22 years of experience in the field of General Administration, Security Management, Facilities Management and Human Resources. Proficient in the administration & management of large sized facilities, units, utilities etc. Experienced in smoothly interfacing with internal and external departments to ensure smooth day to day business operations. A smart negotiator with abilities in finalising cost effective contracts. A strong planner with exceptional organisational and interpersonal skills.

### **About the Session:**

Mr. Rajesh Padhi has welcomed on to the stage to address the faculty about the reporting management of newly joined students in the CUTM. The resource person initiated the session with the formalities to be followed, certificates to be verified, application forms to be filled, fee payment and hostel allotment to the newly joined students. The parents of the students will be provided food in the students mess for free. He has distributed the duties to different faculty members.

**Objectives:** To make sure that the admission process and joining of new students and hostel allotment without any difficulty.

**Outcome:** The faculty members got an idea on the reporting management of the newly joined students.



# Centurion University of Technology and Management



RESOURCE PERSON - MR. RAJESH PADHI

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CUTM, Rayagada, Odisha

List of

Participants



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MANAGEMENT, ODISHA

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Sl. No.	Name	Signature
1	Ganapathi Padhi	G. Padhi
2	Prafulla Kumar Ratho	Prafulla Kumar Ratho
3	G. Laxminarayana	G. Laxminarayana
4	Chappala Madhu	Chappala Madhu
5	Ashwin Dandasena	Ashwin Dandasena
6	DRM Patnaik	DRM Patnaik
7	Chandra Sekhar Mishra	Ch. Sekhar Mishra
8	Santanu Kumar Mishra	Santanu K. Mishra
9	Sonalisa Behera	Sonalisa Behera
10	Jeevan Jyoti Barik	Jeevan Jyoti Barik
11	Jagdish Behera	Jagdish Behera
12	Anil Barik	Anil Barik

Dr. Prasanta Ku. Mohanty  
Dean Academic

Prof. KVD Prakash  
Dean - IIE & HRD