



## **STAFF DEVELOPMENT PROGRAMME**

**ON**

### **Office Management & Administration**

Date: 20-04-2018

Resource Person:

**Mr Chitaranjan Patnaik**

**Mr Nursingh Das**

No. of participants: 12

### **ABOUT THE PROGRAM**

The office is described as a nerve centre of the entire Organisation. 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 relations managers have to create public relations consciousness in every employee of the institute.



# Professional Training Programme on "Office Management & Administration"

**Date:** 20-04-2018

## **Resource Person**

*Mr Chitaranjan Patnaik*

*Mr Nursingh Das*

**No. of Participants : 15**



List of Participants



Centurion University of Technology and Management

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Attendance Sheet

| Sl. No. | Name                     | Signature |
|---------|--------------------------|-----------|
| 1       | Chitta Ranjan Pattanayak |           |
| 2       | Monalisha Ghosh          |           |
| 3       | Golaka Martha            |           |
| 4       | Subhasis Routray         |           |
| 5       | Sujan Singh              |           |
| 6       | Manas Ranjan Nayak       |           |
| 7       | Sudhansu Mohapatra       |           |
| 8       | Dillip Kumar Lala        |           |
| 9       | Binay Kumar Singh        |           |
| 10      | Chandan Mohanty          |           |
| 11      | Ajaya Kumar Sahoo        |           |
| 12      | Kusmanjali Mohapatra     |           |

Dr. Prasanta Ku. Mohanty  
Dean Academic

Prabhat K. Pattnaik  
FDP Coordinator