



**WORKSHOP ON
OFFICE MANAGEMENT & ADMINISTRATION**

No. of Participants: 17

Resource Person

Mr. Chitta Ranjan Patnaik

Asst. Public Relation Officer, Sr. Manager (HR & Admin), CUTM

Mr. Nrusingh Das

System Administrator, CUTM

Date : 24-12-2019

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 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.





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List of Participants

Sl. No.	Name	Signature
1	Mr. K. Rajshekhar	K. Rajshekhar
2	Mr. Jaya Ch. Mohapatra	Jaya mohapatra
3	Mr. M. Madhava Varma	M. Madhava Varma
4	Mr. A. S. N. Raju	A.S.N. Raju
5	Mr. Ranjan Kumar Mohapatro	Ranjan Kumar Mohapatro
6	Mr. K. Raja Rao	K. Raja Rao
7	Mr. B. Krishna Murty	B. Krishna Murty
8	Mr. K. Krishna Rao	K. Krishna Rao
9	Mr. P. Eswara Rao	P. Eswara Rao
10	Mr. G. Murali Krishna	G. Murali Krishna
11	Mr. Umakanta Biswal	Umakanta Biswal
12	Mr. G. Ramu	G. Ramu

13	Mr. K. Reddy	K Reddy
14	Mr. Ramesh Ch. Sahu	Ramesh Sahu
15	Mr. P. Kanna Rao	Kanna Rao
16	Ms. Hemanthi Ganta	Ms. Hemanthi Ganta
17	Mr. Prabhakar Sabar	prabhakar Sabar



Dr. Prasanta Ku. Mohanty
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Prabhat K. Pattnaik
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