



## **STAFF DEVELOPMENT PROGRAMME ON**

### **Office Management & Administration**

Date: 28-04-2018

Resource Person:

**Mr Chitaranjan Patnaik**

**Mr Nursingh Das**

No. of Students and/or Faculty Participated: 16

### **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 globalisation. The office provides invaluable assistance to the management, involving 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.

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**"Office Management & Administration"**

Date: 28-04-2018

### **Resource Person**

Mr Chitaranjan Patnaik

Mr Nursingh Das

**No. of Participants : 16**

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## List of Participants



### Centurion University of Technology and Management

#### STAFF DEVELOPMENT PROGRAMME

ON

#### Office Management & Administration

Date: 28-04-2018

#### Attendance Sheet

Sl. No.	Name	Signature
1	Pramod Kumar Dash	Pramod
2	Chandra Sekhar Jena	Chandra S. Jena
3	Sasmita Parida	Sasmita Parida
4	Bijan Kumar Das	Bijan K. Das
5	Prasant Kumar Nayak	Prasant K. Nayak
6	Nabin Kumar Dash	Nabin Dash
7	Subhendra Baliyarsingh	Subhendra Baliyarsingh
8	Debasish Panda	Debasish Panda
9	Jagannath Patro	Jagannath Patro
10	Jiten Rout	Jiten Rout
11	Indrajit Tarai	Indrajit Tarai
12	Prakash Chandra Mishra	Prakash Chandra Mishra
13	Shishir Kumar Dash	Shishir Dash
14	Prasanta Kumar Pradhan	Prasanta Kumar Pradhan
15	Binayak Sahu	Binayak Sahu
16	Dinesh Kumar Sharma	Dinesh



Dr. Prasanta Ku. Mohanty  
Dean Academic



Prabhat K. Pattnaik  
FDP Coordinator