



**WORKSHOP ON
OFFICE MANAGEMENT & ADMINISTRATION**

No. of Participants: 21

Resource Person

Mr. Chitta Ranjan Patnaik

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

Date : 26-12-2019

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.



Workshop on
OFFICE MANAGEMENT & ADMINISTRATION
DATE: 26-12-2019

Organised by:
Centurion University of Technology & Management
Venue: Aryabhata hall, Seminar hall, Bhubaneswar

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centurion university of technology and management
Shaping Lives... Empowering Communities...

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List of Participants

Sl. No.	Name	Signature
1	Monalisha Ghosh	Monalisha Ghosh
2	Golaka Martha	Golaka Martha
3	Subhasis Routray	Subhasis Routray
4	Sujan Singh	Sujan Singh
5	Manas Ranjan Nayak	Manas Ranjan Nayak
6	Sudhansu Mohapatra	Sudhansu Mohapatra
7	Dillip Kumar Lala	Dilip Lale.
8	Binay Kumar Singh	Binay Kumar Singh.
9	Chandan Mohanty	chandan mohanty
10	Ajaya Kumar Sahoo	Ajayakumar Sahoo.
11	Kushmanjali Mohapatra	Kushmanjali Mohapatra
12	Bidyadhar Pradhan	Bidyadhar Pradhan
13	Hullash Sahoo	Hullash Sahoo
14	Ranjana Sahoo	Ranjana Sahoo
15	Pranati Dei	Pranati Dei
16	Ullasini Routray	Ullasini Routray.

17	Dhruba Ram Mishra	Dhruba Ram Mishra
18	Nabin Kumar Dash	Nabin Ku. Dash
19	Subhendra Baliyarsingh	Subhendra Baliyarsingh.
20	Jiten Rout	Jiten Rout.
21	Indrajit Tarai	Indrajit Tarai



Dr. Prasanta Ku. Mohanty
Dean Academic



Mr. Prabhat K. Patnaik
FDP COordinator