



फोन नं० : 05262-232994 कार्यालय
website : lbsdc.org.in
e-mail : principal@lbsdc.org.in

श्री लाल बहादुर शास्त्री डिग्री कॉलेज, गोंडा - 271003 (उ.प्र.)
SHRI LAL BAHADUR SHASTRI DEGREE COLLEGE, GONDA - 271003 (U.P.)

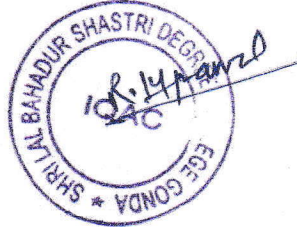
07/12/2019


Notice


Two Days Training Programme on Office Management for Non-Teaching Staff

All the non-teaching staff members of the college are hereby informed that our college is organizing two days Training Programme on "Office Management." Mr. Rakesh Mishra, EDP In-charge will train the members and the session will be held from December 11 to December 12, 2019.

ATTESTED




Principal
Shri Lal Bahadur Shastri Degree College
Gonda


Principal
Shri Lal Bahadur Shastri Degree College
Gonda



फोन नं० : 05262-232994 कार्यालय
website : lbsdc.org.in
e-mail : principal@lbsdc.org.in

श्री लाल बहादुर शास्त्री डिग्री कालेज, गोण्डा - 271003 (उ.प्र.)
SHRI LAL BHADUR SHASTRI DEGREE COLLEGE, GONDA - 271003 (U.P.)

Report

Topic: Two Days Training Programme on Office Management

Date: 11/12/2019 – 12/12/2019

Name of the Resource Person: Mr. Rakesh Mishra

A training Programme for non-teaching staff was organized from December 11 to December 12, 2019 to enhance the importance of Office Management through simple innovative management techniques. The speaker discussed and presented his thought on the importance of office management, roles and responsibilities of office staff and use of innovative techniques. The non teaching staffs and members of our institution were benefited by this programme and they assured to implement the strategies in their job.

Total No. Of Participants- 26

 **Shri Lal Bahadur Shastri Degree College Gonda**

Training Program For Non-Teaching Staff Workshop
On
"Office Management"
11-12 Dec 2019
Organised By IQAC
Speaker:-
Mr. Rakesh Mishra

Chairperson
Dr. Vandana Saraswat

Coordinator
Dr. Rajeev Agarwal

Organizing Committee

1. Dr. Sanjay Kumar Pandey
2. Dr. Jitendra Singh
3. Dr. Ranjan Sharma
4. Mr. Lohans Kalyan
5. Dr. Pushyamitra Mishra
6. Mr. Manish Sharma

ATTESTED




Principal



फोन नं० : 05262-232994 कार्यालय
website : lbsdc.org.in
e-mail : principal@lbsdc.org.in

श्री लाल बहादुर शास्त्री डिग्री कालेज, गोण्डा - 271003 (उ.प्र.)
SHRI LAL BAHADUR SHASTRI DEGREE COLLEGE, GONDA - 271003 (U.P.)

Two Days Training Programme on Office Management

| Sr No | Name of the Trainee |
|-------|----------------------------|
| 1 | Shri Satish Kumar Dixit |
| 2 | Shri Ram Bhawan Singh |
| 3 | Shri Ram Kumar |
| 4 | Shri Hanuman Prasad Yadav |
| 5 | Shri Dev Prakash |
| 6 | Shri Mukta Ram |
| 7 | Shri Vijay Singh |
| 8 | Dr Sandhya Singh |
| 9 | DrNiharika Srivastava |
| 10 | Shri AmarjeetVerma |
| 11 | Shri Raj Kumar Mathur |
| 12 | SmtMoinaKhatoon |
| 13 | Shri Santosh Kumar |
| 14 | Shri Sukhdev Prasad |
| 15 | Shri Shiv Kumar |
| 16 | Shri Pawan Kumar Pandey |
| 17 | Shri Sharad Kumar Pathak |
| 18 | Shri Akashdeep |
| 19 | Shri Ashutosh Srivastava |
| 20 | Shri Nand Kumar Shukla |
| 21 | Shri Rohit Singh |
| 22 | Dr Abhimanyu Chaubey |
| 23 | Shri Pankaj Lal Srivastava |
| 24 | Shri Pramod Kumar |
| 25 | Shri Ashish Chaudhary |
| 26 | Devesh Dixit |

ATTESTED



R. Singh
Principal
Shri Lal Bahadur Shastri Degree College
Gonda

20m
Principal

Shri Lal Bahadur Shastri Degree College



फोन नं० : 05262-232994 कार्यालय
website : lbsdc.org.in
e-mail : principal@lbsdc.org.in

श्री लाल बहादुर शास्त्री डिग्री कालेज, गोंडा - 271003 (उ.प्र.)
SHRI LAL BAHADUR SHASTRI DEGREE COLLEGE, GONDA - 271003 (U.P.)



CERTIFICATE OF PARTICIPATION



This certificate is proudly presented to:

FOR PARTICIPATING IN THE INDUCTION PROGRAM FOR NON-TEACHING STAFF WORKSHOP ON "OFFICE MANAGEMENT", ORGANIZED BY IQAC ON 11-12 DEC 2019.

Dr Rajeev Agarwal
Coordinator

Dr Vandana Saraswat
Principal

ATTESTED



Bansub
Principal
Shri Lal Bahadur Shastri Degree College
Gonda

2019
Principal
Shri Lal Bahadur Shastri Degree College
Gonda