



**Internal Quality Assurance Cell
Nalbari College, Nalbari Assam,
Pin-781335**



1. **Title of the event: One day workshop on “Office Management”.**
2. **Venue: Digital Classroom, Nalbari College.**
3. **Date: 6/03/2019**
4. **Organized by: Internal Quality Assurance Cell, Nalbari College**
5. **Programme Coordinator: Dr. Dhiraj Talukdar, Coordinator, IQAC**
6. **No of Participants in details: 19.**
7. **Nature of Participation: Non-teaching staff.**
8. **Activities Carried out / Detail Description of the event: A one-day workshop on “Office Management” was organized by IQAC, Nalbari College, Nalbari on 6/03/2019 to train non-teaching staff of the college on the areas of office management. The program was conducted successfully with lively discussion among coordinators and participants.**
9. **Photographs:**





**Internal Quality Assurance Cell
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Pin-781335**



10. Signature of participants:

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Date _____

EVENT NO - 01

Workshop on Office Management
for
Non-Teaching Staff

Organised by -
Internal Quality Assurance Cell (IQAC), Nalbari
College, Nalbari

Date: 06/03/2019
Venue: Digital class Room

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Date _____

EVENT NO - 01 Signature of Participants

Sl. No.	Name of the Participants	Mobile No.	Signature
1	Jamrind Chakravorty		
2	Bitu Ranjan Kalita		
3	Prabath Deka	7002210995	
4	Champak Borman		
5	Hitesh Kalita	9127860349	
6	Sanatom Borman		
7	Ramen Kalita		
8	Pankaj Bis Baruah		
9	Satish Deka		
10	Pranjit Borman	9365856355	
11	Anupama Kalita	9706720728	A. Kalita
12	Ratneswar Borman	8876664204	
13	Partha Pratim Bhattachary	7002901028	
14	Sadamanda Talukdar		
15	Kamal Kalita		
16	Bani Barua	9101256206	
17	Manu Das	6001607092	
18.	Sapratibha Upanana	9365111859	
19	Parthapratim Sarma		