



HANDS ON TRAINING

ADVANCE OFFICE MANAGEMENT



ORGANISED BY:

**IQAC, SRIPAT SINGH COLLEGE IN COLLABORATION WITH
IQAC, SAGARDIGHI KKS MAHAVIDYALAYA**

DATE: 23-04-2024, TUESDAY, 12.00 NOON

VENUE - RABINDRA SABHAGRIHA (ROOM NO.-5)

RESOURCE PERSON :

SRI BIPLAB BISWAS, SRI UTSAB DUTTA & AKASH POET

PROGRAM SCHEDULE

**FACILITATION AND WELCOME ADDRESS - DR. KAMAL KRISHNA SARKAR
PRINCIPAL , SRIPAT SINGH COLLEGE**

**INAUGURAL ADDRESS - DR. SHIBAPRASAD MAITY
PRINCIPAL , SAGARDIGHI KKS MAHAVIDYALAYA**

**KEY NOTE ADDRESS - DR. SAGAR SIMLANDY, COORDINATOR, IQAC , SRIPAT
SINGH COLLEGE**

**SIGNIFICANCE OF THE PROGRAMME - MR. UJJAL MANDAL, COORDINATOR,
IQAC, SAGARDIGHI KKS MAHAVIDYALAYA**

EXCLUSIVE FOR NON TEACHING STAFF (PERMANENT & CASUAL)



REGISTRATION LINK :
[HTTPS://FORMS.GLE/1Q3ZCW17JXWZXKCPA](https://forms.gle/1Q3ZCW17JXWZXKCPA)

**CERTIFICATE WILL BE PROVIDED TO ALL
PARTICIPANTS**