



Gondia Education Society's

J.M.PATEL ARTS, COMMERCE & SCIENCE COLLEGE, BHANDARA

Re-accredited 'B' Grade by NAAC Awarded the Status of 'College with Potential for Excellence' by UGC (Phase II)

Recognized as 'Centre for Higher Learning and Research' by R.T.M. Nagpur University, Nagpur Awarded Star College Scheme by DBT, GOI

**ONE DAY ADMINISTRATIVE TRAINING PROGRAMME FOR
NON-TEACHING STAFF**

On

INFORMATION TECHNOLOGY MANAGEMENT IN OFFICE ADMINISTRATION



SATURDAY, 19 DECEMBER 2020

12.00 P.M. TO 02.30 P.M.

Organised by

INTERNAL QUALITY ASSURANCE CELL (IQAC)

J.M.PATEL COLLEGE, BHANDARA

CHAIRPERSON



DR. VIKAS DHOMNE
Principal
J. M. Patel College, Bhandara

RESOURCE PERSON



DR. SUNIL GANATRA
Associate Professor in Chemistry
Institute of Science, Nagpur

DR. SHYAM DAFARE

Convenor




Administrative Training Programme

PROGRAMME SCHEDULE

Saturday, 19 December 2020

12.00 p.m. - 12.05 p.m.	General Welcome	Dr. Romi Bisht J.M.Patel College, Bhandara
12.05 p.m. - 12.10 p.m.	Concept Note Introduction of Guest	Dr. Shyam Dafare J.M.Patel College, Bhandara
12.10 p.m. - 12.20 p.m.	Welcome Address	Dr. Vikas Dhomne Principal J.M.Patel College, Bhandara
12.20 p.m. - 01.05 p.m.	Session - I (Office Automation & Documentation)	Dr. Sunil Ganatra Associate Professor Department of Chemistry Institute of Science, Nagpur
01.05 p.m. - 01.50 p.m.	Session - II (Office Procedure & Records Maintenance)	Dr. Sunil Ganatra
01.50 p.m. - 02.25 p.m.	Question - Answer Session (Ask Questions in Chat Box)	Dr. Sunil Ganatra
02.25 p.m. - 02.30 p.m.	Vote of Thanks	Shri. P.L. Nandagawali Registrar J.M.Patel College, Bhandara

IMPORTANT INSTRUCTIONS

- ✚ Registration is Mandatory.
- ✚ All Programs related updates will be posted on **WHATSAPP GROUP** only.
- ✚ Join **WHATSAPP** Link @ 
- ✚ For Registration Click on this link 
- ✚ Issue of e-certificate to all the registered participants after submission of **FEEDBACK FORM**.
- ✚ The Programme will be held on **ZOOM PLATFORM**. Link will be shared one day before the program on the Whatsapp Group.
- ✚ Live Streaming on **JMPC Bhandara Official YouTube Channel**.
- ✚ All participants are requested to Subscribe to JMPC Bhandara Official YouTube Channel. Click on this link. 

We look forward to the Non-Teaching Staff benefitting from the Training Programme

DR. KARTHIK PANICKER
IQAC CO-ORDINATOR
J.M.Patel College, Bhandara



SHRI. P.L. NANDAGAWALI
REGISTRAR
J.M.Patel College, Bhandara

Dr. S.R Sharma | Dr. Pradeep Meshram | Dr. Shyam Dafare | Dr. Umesh Bansod | Dr. Anand Muley
Dr. Veena Mahajan | Dr. Padmavati Rao | Dr. Aparna Yadav | Dr. Romi Bisht

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