



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



1. **Title of the event:** Training programme on office management for Non-teaching staff.
2. **Venue:** Nalbari College
3. **Date:** 28/04/2023
4. **Organized by:** Internal Quality Assurance Cell, Nalbari College
5. **Programme Coordinator:** Dr. Dhiraj Talukdar, Coordinator, IQAC
6. **Name of the resource person:**
 - i) Nalini kanta Deka (Senior Assistant, Pub Kamrup College)
 - ii) Shyam Pratim Deka (Junior Assistant, Pub Kamrup College)
 - iii) Hemen Kumar Sarma (Tax Consultant)
7. **No of Participants in details (Non teaching staff):** 12
8. **Nature of Participation:** Non teaching staff
9. **Activities Carried out / Detail Description of the event:** The training programme on management for non-teaching staff was conducted with the aim of equipping participants with essential skills and knowledge to effectively handle administrative tasks, foster team collaboration and enhance overall organizational efficiency.
10. **Photographs :**





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11. Signature of participants:

EVENT No - 29.		Date: 28/4/2023	
Sl No	Name	Designation	Signature
1	Mr. Pradyumn Kumar	Fr. Asstt.	Mr. Pradyumn Kumar
2	MITUPAN DEKA	Jr. Asstt.	MITUPAN DEKA
3	Parathy Pratim Choudhary	Jr. Asstt.	Parathy Pratim Choudhary
4	Prabodh Deka	Jr. Asstt.	Prabodh Deka
5	Manu Das	Jr. Asstt.	Manu Das
6	Prathapratim Sarma	Library Assistant	Prathapratim Sarma
7	Sapratish Upadhyay	Jr. Asstt.	Sapratish Upadhyay
8	Manoj Kumar Deka	Head Asstt. - i/c	Manoj Kumar Deka
9	Binita Ranjan Kalita	Jr. Asstt.	Binita Ranjan Kalita
10	Barnali Parashar	Asstt. Librarian	Barnali Parashar
11	Banshree Barmain	Jr. Asstt.	Banshree Barmain
12	Anupama Kalita	Jr. Asstt.	A. Kalita
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