

Office file management for Non-Teaching Staff

held on 01-03-2021



THE MADURA COLLEGE

**An Autonomous institution affiliated to Madurai Kamaraj University
Re-accredited (3rd cycle) with 'A' grade by NAAC
VIDYA NAGAR, T.P.K ROAD, MADURAI 625011**

Faculty Development Programme Cell

organises

**A WORKSHOP ON
OFFICE FILE MANAGEMENT
for Non-Teaching Staff**

Date: 01-03-2021

Time: 3:00 pm

Venue: Seminar Hall

Resource person

Dr. A. John Kennedy Alexander

**Block Educational Officer
Thiruparankundram
Madurai**

ALL ARE INVITED



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FACULTY DEVELOPMENT PROGRAMME

BRIEF REPORT ON PROGRAMME / EVENT ORGANISED

1. Title of the programme/event : Office File Management for non-teaching staff
2. Nature of the event : Workshop
3. Duration : 01.03. 2021
4. Venue : Seminar Hall.
5. Hosting Department/Cell : FDP CELL, The Madura College
6. Funding agency & grant (if any) : M C B
7. Beneficiaries : Non-Teaching Staff
8. Number of participants : 80
9. Details of Resource person(s) :

S.No	Name and designation	Topic of Talk	Remarks
1	Dr .A .John Kennedy Alexander, Block Education Officer, Thiruparankundram, Madurai.	Office File Management	IMPORTANT REGISTERS <ul style="list-style-type: none">• Distribution register• Personal register• Arrear register• Fair copy register• Special register• Periodical register• Call book Are to be maintained

10. Brief the proceedings of the programme along with some photographs

The programme commenced on 01.03.2021, Dr S Karthikeyan, Dr. G Karunakaran Dr.D.Buvanewari & Dr I .Padmavathi coordinated the programme .

Welcome address delivered by Dr Dr S Karthikeyan,,Assistant prof.of Economics, then our respected Prof. S Chellapandian Head, Department of Botany gave Presidential Address . Inaugural address was given by Dr Theenathayalan Head,Dept.of Economics,Felicitations delivered by Dr I Sahl Hamid,Dean(Planning and Develoment),Prof. S Sivaramakrishnan Dean (Academics) . Dr D Buvanewari Assistant Prof. of English introduced the guest speaker and the Technical Session took over by Dr A John Kennedy Alexander ,the session ended with the vote of thanks delivered by Mr M Venkatraman office Superintendent.





S. Karthikeyan
Co-Ordinator

FDP Cell
Dr. S. KARTHIKEYAN,
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J. S. Jeyaraj

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