



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY
Tamaram, Makavarapalem, Visakhapatnam-531113

Date: 26-12-2017

CIRCULAR

All the Office (Non-teaching) staff are hereby informed that Department of Electronics & Communication Engineering is organizing a training program on “BEST PRACTICES IN OFFICE ADMINISTRATION” from 29-12-2017 to 31-12-2017. Hence, all the office (Non-teaching) staff are informed to attend this program and make use of the same for their professional development.


PRINCIPAL

Copy to:

1. HOD of ECE- To circulate their staff and faculty
2. Office boards


Principal
Avanathi Institute of Engg. & Technology
Tamaram, Makavarapalem Md.,
Visakhapatnam District, Pin-531113



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Tamaram, Makavarapalem, Visakhapatnam-531113


TOPIC : A Three day training program on "Best practices in office administration"

Date/s : 29-12-2017 to 31-12-2017

LIST OF THE PARTICIPANTS:

S.No	Name Of The Non-teaching Staff	Designation
1.	S. Daniel Raju	Administrative Officer
2.	G. Kiran Kumar	Administrative Officer
3.	S. AppalaRao	Sr. Assistant Officer
4.	Sheik Madeena	Sr. Accounts Officer
5.	G. Ravi Shankar	Cashier
6.	K. Veera Prasad	Jr. Accountant
7.	M.Naresh	Jr. Assistant
8.	N. SrinivasaRao	System Admin
9.	K. Apparao	Sr. Assistant
10.	G. Nagarjuna	Computer Programmer
11.	B. JagadeeswaraRao	Office Assistant


Coordinator


Principal
Avanthi Institute of Engg. & Technology
Tamaram, Makavarapalem (Md.),
Visakhapatnam District, Pin-531113



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY
TAMARAM (V), MAKAVARAPALEM (M), VISAKHAPATNAM (Dist.)

Name of the program: Best Practices in Office Administration

Date/s : 29-12-2017 to 31-12-2017

Organized by : Department of Electronics & Communication Engineering



Participants and resource person attended a five day faculty development program on “ Best Practices on Office Administration”


Coordinator


Avanthi Institute of Engg. & Tech.
Tamaram, Makavarapalem (M),
Visakhapatnam District, Pin-531113



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Tamaram, Makavarapalem, Visakhapatnam-531113

PROGRAM REPORT

A brief report on the training program conducted from 29-12-2017 to 31-12-2017 by Department of Electronics & Communication Engineering, AIET, Makavarapalem for office (Non-Teaching) staff for one day. The details of the program are as follows.

Name of the Program : BEST PRACTICES IN OFFICE
ADMINISTRATION

Number of hours/days conducted : 9/3

Name of the resource person : Mr. Rayavarapu Prasad Rao

No. of the participants attended : 11

Details of the topics covered : Organize the space, Keep updated records, Schedule out your week, Establish routines and to eliminate distractions.

Outcome of the program : This program boosted the staff to organise and plan the routines in an efficient way by scheduling, establishing the plans and eliminating the distractions.


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