

An Orientation Program

On

“Office Management and Its Upgradation”

5th May (Thursday), 2016

Organized by



**Internal Quality Assurance Cell (IQAC)
Acharya Jagadish Chandra Bose College**

VENUE and TIME

**Acharya Jagadish Chandra Bose College
Seminar Hall (Room No. 403) : 12 noon – 2PM**

Program Overview

- 12:00 -12:10 PM:- Inaugural Session:** Dr. Subhankar Ghosh
Principal, A J C Bose College
- 12.10-12.20 PM:- Keynote address:** Dr.Ratna Guha Mustafi
Coordinator, IQAC and NAAC
- 12:20- 12:40 PM:- Speaker:** Prof. Arabinda Ghosh
Hon'ble GB Member, AJC Bose College.
Topic: Office Management
- 12:40-1:00 PM:- Speaker:** Dr. Biswaranjan Mandal
Secretary, Teachers' Council
Topic:office@ajcbc.naac
- 1:00-1:20 PM:- Speakers:** Dr.Santanu Laha
Ex-Professor, AJC Bose College
Dr. Taradas Sarkar, Member, NAAC.
Topic:office@ajcbc.web application
- 1:20-1:40 PM:- Speaker:** Mr Jyotsna Kar Singha
Head Clerk, AJC Bose College
Topic: Office administration
- 1:40-1:55 PM:- Speaker:** Mr Sudip Banerjee
Accountant, AJC Bose College
Topic:University related office works
- 1:55-2:00 PM:- Vote of Thanks:** Dr.Shampa Khasnobis
Member, IQAC and NAAC.
- 2 :00 PM** Lunch