



"STAFF TRAINING PROGRAM ON ADVANCED OFFICE MANAGEMENT PRACTICES AND SECRETARIAL AUDIT"

ORGANIZED BY: INTERNAL QUALITY ASSURANCE CELL, BERHAMPORE GIRLS' COLLEGE

DATE: 7TH DECEMBER, 2023

TIME: 2 PM - 4 PM.

VENUE: CONFERENCE HALL OF THE COLLEGE

RESOURCE PERSON:



C.S. Priyanka Rudra, Consultant Company Secretary, Kolkata.

PARTICIPANTS: OFFICE STAFF

Program Schedule		
SL NO	Program	Time
1	Time for assemblage at conference hall	1:30 pm-2:00 pm
2	Felicitation of Resource Person.	2:00 pm-2:10 pm
3	Introductory speech of Principal, Berhampore Girls' College	2:10 pm-2:20 pm
4	Deliberation of the resource person.	2:20 pm -3:20 pm
5	Interaction with the participants	3:20 pm-3:40 pm
6	Valedictory & end of the program.	3:40 pm-4:00 pm

PROGRAM COORDINATORS:

1. Dr. Madhu Mitra, NAAC Coordinator, Berhampore Girls' College
2. Dr. Bhaskar Mahanayak, IQAC Coordinator, Berhampore Girls' College