



OFFICE OF THE PRINCIPAL
DARRANG COLLEGE
ESTD. 1945

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Ref :DC/Genl.F.No. 254/16/23/852

Date :13-10-2023

Revised Notice
Orientation Programme for 3rd and 4th Grade Employees on Office Management

To
All the 3rd grade and 4th grade employees
Darrang College
Tezpur

Sir/Madam

It is hereby informed to the entire 3rd Grade and 4th Grade employees of the College that a five day long Orientation Programme on Office Management will be held from 10/10/2023 to 16/10/2023 to enhance the skill for better office management. So, all the 3rd Grade and 4th Grade employees are requested to attend the programme.

Date and Day	Topic	Resource person	Time
10/10/2023(Tuesday)	Noting, Drafting and Official Communication	Renusmita U Talukdar	4pm
11/10/2023 (Wednesday)	Computer Handling for Office Purpose	Nabajyoti Sarma	
12/10/2023(Thursday)	Written Communication for Office Purpose	Renusmita U Talukdar	
13/10/2023 (Friday)	Managing Accounts and ledger	Dr Dipanjan Chakraborty	
14/10/2023 (Saturday)	All about Digitization of Data	Nabajyoti Sarma	
16/10/2023(Monday)	Office etiquettes	Dr Swapnalinee Kakaty	3.30pm
16/10/2023(Monday)	Valedictory		4.15pm

Venue: Library Conference Hall
*Note that it is mandatory for all.

(Dr Palash Moni Saikia)

Principal, Darrang College

Principal
Darrang College
Tezpur, Assam