



# NEHRU MEMORIAL COLLEGE

(Autonomous)

(Accredited with 'A' Grade by NAAC)

PUTHANAMPATTI – 621 007

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### DEVELOPMENT PROGRAMME FOR OFFICE STAFF

at 10.00 a.m. on the 18<sup>th</sup> of June 2016 - Saturday  
(Venue: ICT Hall)

**Dr.T.Jayaprakasam, M.Com., Ph.D.**  
Principal, NMC  
presides over the function

**Er.Pon.Balasubramanian, B.E.**  
President, College Committee, NMC

has kindly consented to inaugurate the programme

**Mr.V.Vijayaragavan, B.Sc.,**  
Assistant Director (Rtd.)  
Regional Joint Director of Collegiate Education (RJDCE), Trichy- 20

has graciously consented to speak on

## ***MAINTENANCE OF OFFICE***

*Dr.A.Venkatesan*  
(IQAC – Coordinator)

## ORIENTATION PROGRAMME FOR OFFICE STAFF

Orientation programme for office staff was conducted on 18.06.2016 by IQAC of our College. Mr.V.Vijayaragavan Assistant Director (Rtd.), Regional Joint Director of collegiate Education, delivered a lecture on "Maintenance of Office". He addressed about file maintenance and how to behave and interact with staff and students for the smooth conduct of the official works of the college.

8/20/16

