



Maharaja Education Trust ®
MIT First Grade College

(Affiliated to University of Mysore)
Industrial Suburb, Manandavadi Road, Mysuru - 570008

Department of Kannada In Association with IQAC

Circular

Date: 25-05-2022

Department of Kannada is Organizing One Day Administrative Training Program on "Office Maintenance" for all the Non Teaching Staff members of the College on 30th May 2022(Monday) at 10:30 AM, Venue Function hall. The Resource Person of the Program is Smt. Subhashini, Office Superintendent, Seshadripuram First Grade College, Mysuru. All the the Non Teaching Staff members are here by informed to attend the Program without fail.

HOD

Latheshwari

S. Sathish
IQAC Coordinator

Principal
M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Sub.
Fort Mohalla, Mysuru-570 008

Non Teaching Staff Members:

N. Shivakumari

P. Suresh N

Narayana Prasad J

M. D. M. J. J.

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N. G.amma

[Signature]



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Department of Kannada In Association with IQAC

Date: 30/05/2022

**Report of One Day Administrative Training Program on
"Office Maintenance" for Non Teaching Staff Members**

1. Event Details:

- a. **Date of Event** : 30th May 2022, 10.30 am to 12pm
- b. **Details of Resource Person** : Smt. Subhashini, Office Superintendent, Seshadripuram College, Mysuru.
- c. **No. of participants** : 10
- d. **Venue** : Function Hall

2. Objective:

- To make understand the importance of creating a Positive Workplace Culture.
- To disseminate the significance of various Office Etiquettes.

3. Outcome:

- The Participants gained knowledge about Positive Workplace Culture and its benefits.
- The Participants understood the various Office Etiquettes and its application in day to day work.

4. Summary:

Department of Kannada in association with IQAC organized One Day Administrative Training Program on "Office Maintenance" for Non Teaching Staff Members on 30/05/2022. The resource person of the event was Smt. Subhashini, Office Superintendent, Seshadripuram College, Mysuru. The event was witnessed by 10 participants. The resource person shared her knowledge about various Office Maintenance techniques such as Workplace Culture, Students interaction & Office etiquettes. The event was successful as it got positive response from the participants. The participants of the event were issued with certificates.



HOD

Latheshwari

SP. Suwatha
IQAC Coordinator

K. Rajan
Principal
PRINCIPAL
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