

# Orientation Programme for Administrative Staff

## On 17.01.2019.

### ‘Office management using e-Tools’

A one day orientation programme for the administrative staff of the college was organized on 17<sup>th</sup> Jan.2019. The Resource person for the programme is Dr Brihadeeswaran IITC, Chennai. This orientation programme was organized by IQAC on the topic ‘Office management using e-Tools’.



The resource person, Dr Brihadeeswararn explained the topic with different subtitles, such as

- client management
- employee management
- document management
- task and project management
- planning and scheduling
- No system administrator needed
- Mobile apps for Android in improving the office management and indirectly the quality of education provided by the institution.

