



Sri Bhagawan Mahaveer Jain First Grade College
(Affiliated to Bengaluru North University)

Administrative Training Programmes Circular / Schedule

Group Head Office

91/2, Dr. A N Krishna Rao Road
V V Puram, Bangalore - 560 004
P +91 80 2661 5246

Campus

Geetha Road, Robertsonpet
K.G.F - 563 122
P +91 8153 261 733 / 833



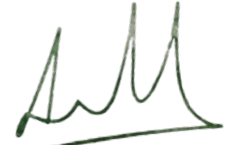
Date: 25/10/2021

CIRCULAR

It is here by informed to all the Administrative staff members. IQAC is Organising Administrative Training program will be held on 27th October 2021 at 8:45am in the Auditorium on the topic "Skill & Roles of Administrative professional"


IQAC CO-ORDINATOR
IQAC CELL

Sri Bhagawan Mahaveer Jain
First Grade College
Geetha Road, Robertsonpetpet,
K G F - 563 122



PRINCIPAL
Principal







SRI BHAGAWAN MAHAVEER JAIN
FIRST GRADE COLLEGE
Geetha Road Robertsonpet K G F 563 122





Schedule for Administrative Training Program on 27th October 2021

9:30 am Assembling of Administrative staff members

Mr. Vasanth Kumar . M

Senior Administrator

Universal Degree College.

Bangalore.

10:30am-11:30am-Session 01

11:30am-11:45am- Break for Refreshment

11:45am-12:45am-Session 02

12:45am-1:00 pm-Reviews of sessions

1:00pm-1:45 pm- Lunch Break

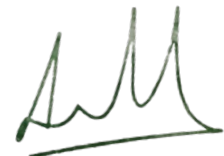
1:45pm-3:30pm--session 03

3:30 pm- Break for Refreshment

3:45pm-Feedback


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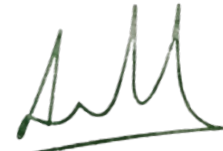
Date:20/10/2021

CIRCULAR

It is here by informed to all the Administrative staff members. IQAC is Organising Administrative Training program will be held on 21st October 2021 at 8:45am in the Auditorium on the topic "Interpersonal Relationship"


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Schedule for Administrative Training Program on 21st October 2021

9:30 am Assembling of Administrative staff members

Mr Srinivas Reddy

Asst Prof Sri Krishna Degree College

Bangalore

10:30am-11:30am-Session 01

11:30am-11:45am- Break for Refreshment

11:45am-12:45am-Session 02

12:45am-1:00 pm-Reviews of sessions

1:00pm-1:45 pm- Lunch Break

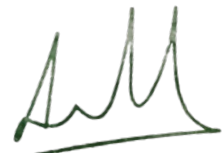
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3:30 pm- Break for Refreshment

3:45pm-Feedback


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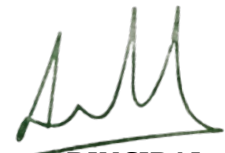
Date: 21/10/2021

CIRCULAR

It is here by informed to all the Administrative staff members. IQAC is Organising Administrative Training program will be held on 22nd October 2021 at 8:45am in the Auditorium on the topic "Tips for Health Awareness "


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Schedule for Administrative Training Program on 22nd October 2021

9:30 am Assembling of Administrative staff members

Dr Raghu

Secretary

Private Doctor's Association

Robertsonpet. K.G.F

10:30am-11:30am-Session 01

11:30am-11:45am- Break for Refreshment

11:45am-12:45am-Session 02


12:45am-1:00 pm-Reviews of sessions

1:00pm-1:45 pm- Lunch Break

1:45pm-3:30pm--session 03

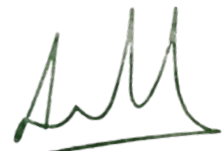
3:30 pm- Break for Refreshment

3:45pm-Feedback



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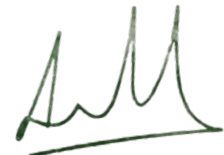
Date: 16/02/2022

CIRCULAR

It is here by informed to all the Administrative staff members. IQAC is Organising Administrative Training program will be held on 18th February 2022 at 8:45am in the Auditorium on the topic "Tips for Health Awareness "


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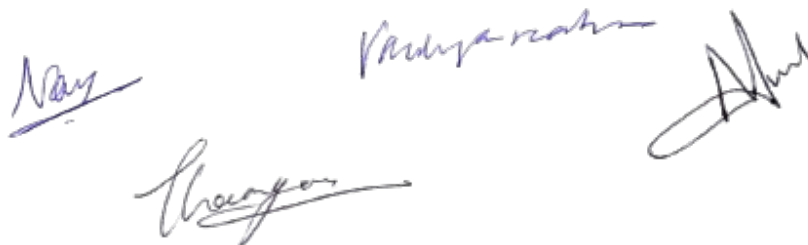


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Schedule for Administrative Training Program on 18th February 2022

9:30 am Assembling of Administrative staff members

Ms Manju Samuyukha

Asst Prof, Department of Life Science

St Geroge College

Bangalore

10:30am-11:30am-Session 01

11:30am-11:45am- Break for Refreshment

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1:00pm-1:45 pm- Lunch Break

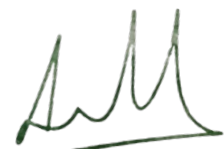
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