



Office-Principal

Govt. Jagannath Munnalal Choudhary Mahila Mahavidyalaya, Mandla, Madhya Pradesh



Towards Excellence...

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AISHE Code: C-33429

College Code: 3502

Report

Title of the Programme: 15 Days Certificate Course on “Management of Office Work”

The 15 Days Course started with the introductory and welcome speech to all the students enrolled in this certificate course by the trainer Dr. S.P. Dhumketi (Associate Professor, Department of Hindi) and the Organizer of the course Dr. Aradhana Dubey (Coordinator, IQAC). Dr. Dubey shared some valuable information about how the work in an office is decentralized and what the responsibilities of the employees in the office are.

The trainer of the course Dr. Dhumketi covered the following domains while running the certificate course:

Effective management of office work is crucial for maximizing productivity, efficiency, and employee satisfaction. Some key aspects to focus on are:

- **Task Management:** Prioritize tasks, set deadlines, and assign responsibilities to ensure timely completion.
- **Time Management:** Optimize schedules, minimize distractions, and encourage regular breaks.
- **Communication:** Foster open communication, active listening, and clear feedback.
- **Organization:** Maintain a clutter-free workspace, organized files, and efficient data management.
- **Delegation:** Delegate tasks effectively, empowering employees to take ownership and develop skills.
- **Goal Setting:** Establish clear goals, objectives, and key performance indicators (KPIs).
- **Employee Development:** Provide training, mentorship, and opportunities for growth.
- **Performance Monitoring:** Regularly review progress, address issues, and recognize achievements.

**Govt. J.M.C. Mahila
Mahavidyalaya, Mandla, M.P.**



Department of Hindi
organizes

**15 days Skill Based Certificate Course
on "Management of Office Work"**

**Under the Guidance of Internal
Quality Assurance Cell**

Date:

Time:

Venue: Seminar Hall
(Room No. 10)

01-03-2021 to 25-03-2021

12:00 Hrs-14:00 Hrs



Trainer

Dr. S.P. Dhumketi

Associate Professor (Hindi)



Coordinator

Dr. Aradhna Dubey

IQAC Coordinator



Principal

Dr. S.N. Khare



- **Work-Life Balance:** Encourage a healthy balance between work and personal life.
- **Technology Utilization:** Leverage technology to streamline processes, enhance collaboration, and increase productivity.

By implementing these strategies, we can create a well-managed office environment that supports employee success and drives business results.

The 15 days course was concluded on 25-03-2021 in the marvelous presence of the honorable Principal Dr. S.N. Khare with the remark by the trainer of the course Dr. S.P. Dhumketi on the day of distribution of the course completion certificates that the proper knowledge of the Office Work Management would be helpful in future either as an employee or an entrepreneur.

Trainer

Dr. S.P. Dhumketi
Associate Professor
Department of Hindi

Organizer

Dr. Aradhna Dubey
Coordinator, Internal
Quality Assurance Cell

Principal

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