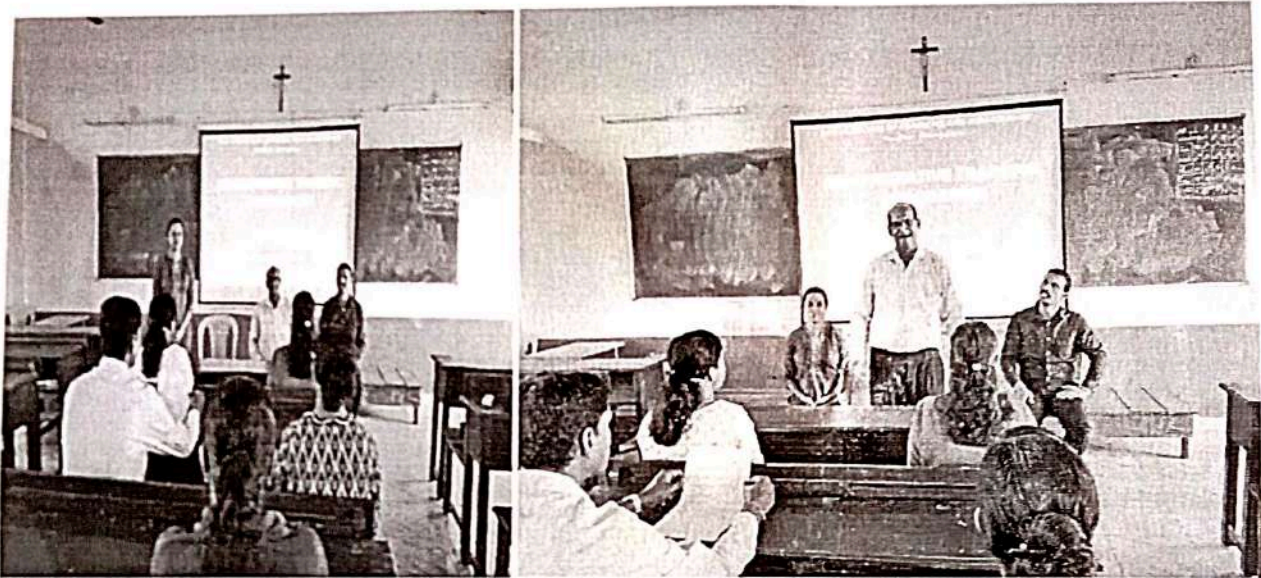


ADMINISTRATIVE TRAINING PROGRAMME – 23RD MARCH 2019



An administrative training programme was conducted on 23rd March 2019 at the college AV room at 12.45pm. The resource person for the program was Mr. Baptist Vincent D Almeida, CBE representative. The seminar was held for the non- teaching staff members of the degree college. The resource person gave valuable insights on the administrative management, vouching, file management and recording. The Vice-Principal Mr.Roshan Santhumayor welcomed the resource person as well as the audience. Mrs.Zeena Cornelio staff representative compeered the program. All the non- teaching staff members were present for the seminar.

Almeida

Principal

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Nanthur, Mangalore - 575 004


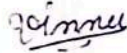


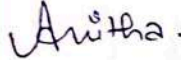

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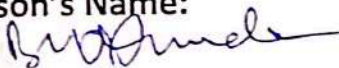
Administrative Training Programme

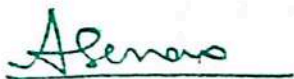
DATE: 23/03/2019

VENUE: Padua Auditorium

PARTICIPANTS LIST

Sl. No	Name	Designation	Signature
1	Mr. Alfred Pinto	Accountant	
2	Mrs.Vineetha Cutinha	Administrative Staff	
3	Mrs.Jacintha Gretta Pereira	Administrative Staff	
4	Mr.Melchidias Ferrao	Support Staff	
5	Mrs.Anitha Pashan	Support Staff	
6	Mrs.Lavina Correa	Support Staff	

Baptist Vincent Dalmida
Resource person's Name:

Signature:


PRINCIPAL
Principal
Padua College of Commerce and Management
Nanthur, Mangalore - 575 004