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COLLEGE OF ENGINEERING KARUNAGAPPALLY

(Govt. of Kerala, Managed by IHRD)

Thodyoor P.O, Karunagappally, Kollam - 690 533, Kerala

Ph - 01 476 2665035, 2666100 Fax - 01 476 2665035 Web: www.ces029.ac.in

Principal: ceskp@ces029.ac.in karunagappally_ced@ces029.ac.in



No.88/324/2022

Dated: 23/05/2022

From

The Principal

To

The Director
IHRD
Thiruvananthapuram

Sir,

Subj- C.I.K. Staff Development Programme on "Effective Office Management"
(from 27/05/2022 to 28/05/2022).

I write to inform you that this institution is organizing a staff development programme on "Effective Office Management" (from 27/05/2022 to 28/05/2022). Under TEQUIP II. The topic planning to discuss are Motivation, Effective Office Management and Customer relation management strategic, Leave Rules, Financial Code etc. In this connection I request Director to inform about the course among the various institutions under IHRD and do the needful to encourage the interested staff members under IHRD to participate in the Programme

Yours faithfully

PRINCIPAL

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COLLEGE OF ENGINEERING
KARUNAGAPPALLY


Endt.No.EA4/240/2018/HRD

Dated, 25.05.2022

1. Copy of Communicated to all Head of Institutions for information and necessary action
2. SF
3. OC

Sd/-
DIRECTOR

Approved for Issue


Senior Superintendent