

Shantilal Shah Engineering College, Bhavnagar

Report on Expert Lecture

Topic : Office Administration

Organizer : Shantilal Shah Engineering College, Bhavnagar

Date : 27/03/2024

Able administration and adherence to laid down norms and procedures is a key contributor to smooth functioning of any organization. With a view to orient relatively new faculty members and staff and to provide a quick refresher to experienced faculty members and staff members, a session on the theme of office administration was organised at the institute on 27th Mar, 2024. Dr. G.P. Vadodaria, Principal of the institute conducted this free-wheeling session. He used numerous examples in explaining the key requirements of any application/proposal from the administrative approval view-point. He shared critical insights on major office functions like Stores, Establishment, and Accounts. More sessions on other important office functions to follow.

In the later part of this session, he announced various student activity clubs formed at the institute, and also called for guiding involvement from faculty members for smooth functioning of these clubs.





◆