



Index

Medical College Hospital & Research Centre

(Unit of Mayank Welfare Society)
(Constituent Unit of Malwanchal University)



IMCHRC/NTT/2018/09/26

Date: 26.09.2018

CIRCULAR

We are pleased to announce that Workshop on Safe Pediatric Care has been scheduled on 06th Oct, 2018, from 10:00 a.m. to 1:00 p.m., in the Auditorium of Index Medical College, Hospital and Research Centre, Indore.

It is being organized by the faculty of IMCHRC of Malwanchal University to train the technical staff to learn about providing safe and effective pediatric care in hospitals.

The course is free for all the participants. Interested participants are requested to register for the workshop by 03rd Oct, 2018. For registration, contact Dr. Swati Prashant, Dept. of Pediatrics.

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Index Medical College, Hospital & Research Centre, Indore

Safe Paediatric Care Workshop

A Safe Paediatric Care Workshop Program was organized on 6th Oct 2018 for the non-teaching staff at Index Medical College, Hospital and Research Centre, Malwanchal University from 10 am to 1 pm. A total 15 technical staff participated in the programme.


The speakers for the workshop were as follows:


- Objectives paediatric safety — Dr. Swathi prashant, prof, department of Paediatrics
- Paediatric intensive care measures – Dr. Naikey minarey, assoc. prof, department of paediatrics

The workshop targeted pediatricians in the secondary health institutions and nurses working at the pediatric critical care (PICU) and premature babies care units across the Sultanate.

The two-day workshop aimed at upgrading competency of health institutions and health workers in the field of safe transfer of pediatric patients, in addition to qualifying an advanced CPR-trained team.

The workshop included both lectures and on-hand training on children resuscitation, and first and advanced aids.


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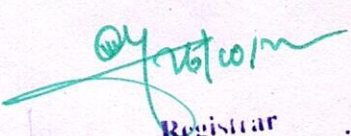
It was started with a discussion regarding general findings about safety and quality; This followed by a discussion on the initiatives taken up by the institution as a whole; then a guide was explained on how to maintain quality care and evidence-based practice for specific areas of paediatric care; and recommendations about how we can move paediatric safety and quality forward in practice and in the policy arena.

The experts discussed a variety of expertise and care models, for consideration as standard measures for generalized use.

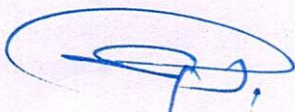
Standards


- A consultant paediatrician should be present and readily available in the hospital during times of peak activity, seven days a week.
- Every child who is admitted to a paediatric department with an acute medical problem is seen by a healthcare professional with the appropriate competencies to work on the tier two (middle grade) paediatric rota within four hours of admission.
- Every child who is admitted to a paediatric department with an acute medical problem is seen by a consultant paediatrician* within 14 hours of admission, with more immediate review as required according to illness severity or if a member staff is concerned.


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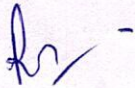
- At least two medical handovers every 24 hours are led by a consultant paediatrician.
- Every child with an acute medical problem who is referred for a paediatric opinion is seen by, or has their case discussed with, a clinician with the necessary skills and competencies before they are discharged. This could be: a paediatrician on the consultant rota, a paediatrician on the tier two (middle grade) rota, or a registered children's nurse who has completed a recognised advanced children's nurse practitioner programme and is an advanced children's nurse practitioner.
- Throughout all the hours they are open, paediatric assessment units have access to the opinion of a consultant paediatrician .
- All general paediatric inpatient units adopt an attending consultant system, most often in the form of the 'consultant of the week' system.
- All general paediatric training rotas are made up of at least ten whole time equivalent posts, all of which are compliant with the UK Working Time Regulations and European Working Time Directive.
- Specialist paediatricians are available for immediate telephone advice for acute problems for all specialties, and for all paediatricians.


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The key issues in this matter were discussed regarding paediatric care and maintain standards in the hospital. The role of the supporting staff was brought forth, their role was explained and appreciated. Similarly, Paediatric intensive care was also spoken about and the major issues that the staff deals with was brought forth.

At the end of the discussion, the participants were asked to give a feedback and write their suggestions.



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INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



Ref. No. IIDS/MISC/NTDP/2018/18

Date: 06th April 2018

Circular

Non-teaching staff professional development program is going to be held in month of April, 2018.

All concerned staff are instructed to get themselves registered for the same latest by 9th April, 2018.

S.NO	TOPIC	TARGET GROUP	DATE
1	Customer Service In Health Care	IIDS Non-Teaching Staff	11/04/2018 – 14/04/2018

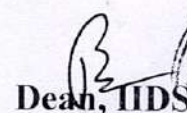
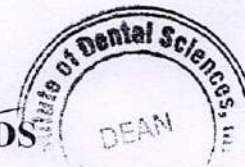
Time- 2 to 4 pm

Venue- IMCHRC Lecture Hall

Contact Person- Tranali Gajbhiye

Last date for registration- 9th April, 2018


Coordinator


Dean, IIDS 

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- Head of Departments, IIDS
- Notice Boards

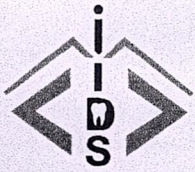



Registrar
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Campus : Index City, NH-59A, Nemawar Road, District: Indore- 452016 (M.P.) Ph.: + 0731-4013700

Email : dental@indexgroup.co.in, Website : www.indexgroup.co.in

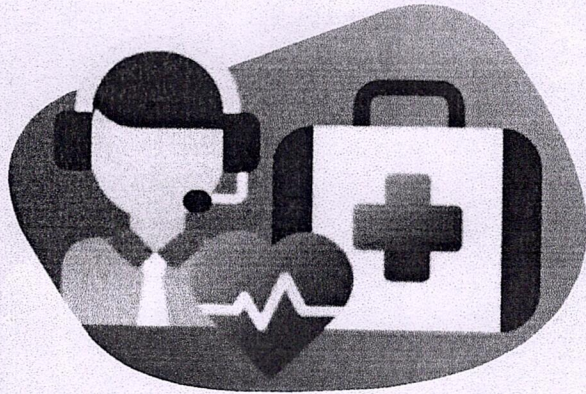
City Office : 104, Trishul Apartment, 5, Sanghi Colony, A.B. Road, Indore M.P. - 452008



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CUSTOMER SERVICE IN HEALTH CARE

TRAINING OBJECTIVE

By this training participants will be able to -

- Demonstrate respectful and empathetic treatment of all patients.
- Meet patient's expectation and satisfaction.
- Deliver quality patient care.
- Reduced Patient waiting Time.
- Learn effective communication techniques.
- Manage redressal of patient's complaints.
- Provide a personal touch.

CONCEPT

In the globalized environment the service excellence has become one of the main concerns for health care provider and patient as well. Service excellence is the ability of the providers to consistently meet and manage patient expectations. Clinical excellence must be the priority for any healthcare system. A Solid relationship should exist between staff performance and training. Employees should be trained to provide excellent service to the patients for the first time, every time and at every point of the encounter.

This training has been organized to improve employee's customer service skill.

SCHEDULE

Date- 11/04/2018- 14/04/2018

Time- 2-4:00 Pm

Duration- 8 Hours

Venue- IMCHRC Lecture Hall

Target Group- Non- Teaching Staff IIDS

Trainer- Mrs. Tranali Gajbhiye

Registration Date- 09/04/2018

Training Coordinator- Dr. Nikit Aggarwal



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Date: 15th April, 2018

Report

NON TEACHING DEVELOPMENT PROGRAM: CUSTOMER SERVICE IN HEALTH CARE

Healthcare is a customer service industry. Kind gestures and positive interactions everyday between staff and patient results in healthcare companies known for good quality of care. The first key to providing great customer service in the healthcare industry is to stop treating patients as customers whose sole purpose is to generate revenue. Great customer service starts with taking a patient-centric perspective – viewing them as people your company is meant to help.

Adapting to this patient-centric approach is quickly evolving, especially after the COVID-19 crisis had changed the consumer behaviour towards medical and healthcare facilities. Keeping patient's safety and overburdened healthcare center's in mind, virtual doctor consultations, and telemedicine practices is increasing rapidly. A PwC report on global healthcare trends highlights that 91% of consumers had used video virtual clinical care in the past and would do so in the future. The Centers for Disease Control and Prevention (CDC), also noticed a spike of 154% in telehealth utilization during March 2020 compared to the same period in 2019.

Apart from moving to digital experiences in healthcare, every employee in a healthcare company must also remember that they are potentially a customer service representative – someone whose daily activities should be focused on improving the quality of care provided to patients.

Keeping this in purview the Non-teaching staff professional development program titled "CUSTOMER SERVICE IN HEALTH CARE" has been conducted successfully from 11th April




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to 14th April, 2018 at IMCHRC, Indore for the staffs of index institute of dental sciences. A total of 83 members from the non-teaching staff participated in the program. During this program various points were discussed and highlighted expressing the importance of establishing a system aiming at supporting all the trainees, in an institutional classroom.

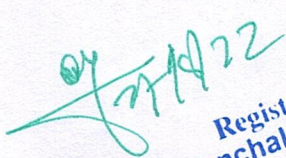
The key topics emphasised during the program were –

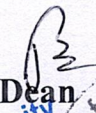
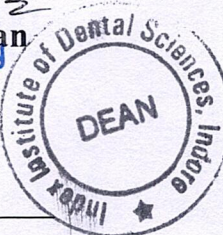
- Demonstrate respectful and empathetic treatment of all patients
- To meet patient's expectations and Patients satisfaction
- Quality Care
- Increase Patients flow
- Waiting Time
- Effective Communication
- Redressal of Patients complaints
- Providing a personal touch

The participants learnt about the service excellence which has become one of the main concerns for the health care providers and patients as well. They were taught about the solid relationship that exists between the staff performance and trainee. They were trained to provide excellent service to the patients for the first time, every time at every point of the encounter.

Various strategies were discussed during the entire course to improve employee's customer service skills for training the future professionals keeping the above stated points in purview. It was all very well-received from the entire audience. Thus, in all the whole program ended up with a huge success providing guidelines for the conduct of further programs in the same direction.


Course coordinator



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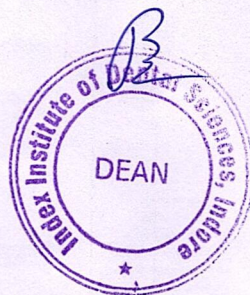
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Date: 11th to 14th April, 2018

Attendance/ participation List

NTDP- customer service in health care

1. Mr. Imran Mansuri
2. Ms. Monika Soni
3. Ms. Shivani Singh
4. Mr. Nilesh Goyal
5. Mr. Manoj Prajapati
6. Ms. Mhaske Usha Shivasi
7. Mr. Deepak Suneriya
8. Mr. Mohd. Akaram
9. Ms. Kanchan Deshmukh
10. Mr. Inder Singh Chouhan
11. Mr. Lakhan Patel
12. Mr. Vijendra Singh
13. Mr. Bhim Singh Tanwar
14. Mr. Hariom Verma
15. Mr. Jugal Jadhav
16. Mr. Sanjay Kumar
17. Mr. Sandeep Solanki
18. Mr. Mithlesh Kochle
19. Mr. Ganesh Gehlod
20. Mr. Sadiq Mansuri
21. Mr. Shahrukh Mansuri
22. Mrs. Rupa Chauhan
23. Ms. Aakanksha Yadav
24. Ms. Anita Agnihotri
25. Mr. Deepak Pancholi
26. Mohd. Sharukh Khan
27. Mr. Anil Kushwah
28. Mr. Brijgopal Ahirwar
29. Mr. Wasim Khan
30. Mr. Rakesh Meena



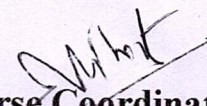
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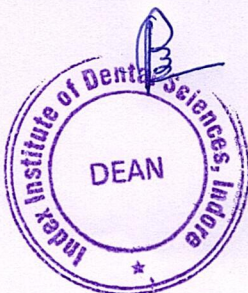
31. Mrs. ShubhangiBuchunde
32. Mr. Mangesh Chawra
33. Mr. Ritesh Sharma
34. Mr. Makhan Chouhan
35. Mr. Satish Parmar
36. Ms. Nisha Dhore
37. Mr. Shivendra Singh
38. Mohd. Shaheem
39. Mr. Sudhir Joshi
40. Mr. Liladhar Lodhi
41. Mr. Ghanshyam Vishwakarma
42. Mr. Vishal Tomar
43. Mr. Prakash Rana
44. Mr. Sita ram
45. Mr. Ashok Prajapati
46. Mr. Om Prakash Malviya
47. Mr. Sarban Bai
48. Mr. Mukesh Malviya
49. Mr. Badrilal Malviya
50. Mr. Ganesh parmar
51. Mr. Durgesh Prajapati
52. Mr. Mahesh Bamniya
53. Ms. Amita Singh
54. Mrs. Jyoti Rathore
55. Mr. Shailesh Rajoriya
56. Mr. Anandilal
57. Mr. Shantilal
58. Ms. Rosemarry Masih
59. Ms. Vinita Bankhede
60. Mrs. ArunaBansode
61. Mr. Sunil Jadhav
62. Mr. Shyam Singh Panwar
63. Mr. Ravindra Gaydhane
64. Mr. Neeraj Singh
65. Mr. Sachin Mahajan
66. Mr. Kapil
67. Mr. Bhagirath Malviya
68. Mr. Balvir
69. Mr. Govind Rathore
70. Mr. Ashok Rawat



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71. Mr. Babulal Bamniya
72. Mr. Suresh Sharma
73. Mr. Sunil Jangid
74. Mr. Deepak Pathak
75. Ms. Babita Viswkarma
76. Mr. Bramh Kumar
77. Ms. Priya Rathore
78. Mr. Pankaj
79. Mr. Pankaj Sharma
80. Mr. Deepak Patel
81. Mr. Rohit Panwar
82. Ms. Sapna Bhaduriya
83. Ms. Archana Raj


Course Coordinator




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This Certificate is awarded to

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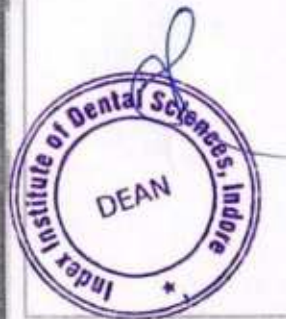


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This Certificate is awarded to

Mr. Bhagirath Malviya

for successfully completing the non-teaching development program on the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index Institute of Dental Sciences, Indore from 11/04/2018 to 14/04/2018



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CERTIFICATE

This Certificate is awarded to

Mr. Balvir

for successfully completing the non-teaching development program on
the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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CERTIFICATE

This Certificate is awarded to
Mr. Govind Rathore

for successfully completing the non-teaching development program on
the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
Institute of Dental Sciences, Indore from 11/04/2018 to 14/04/2018



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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
Institute of Dental Sciences, Indore from 11/04/2018 to 14/04/2018



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CERTIFICATE

This Certificate is awarded to

Mr. Sunil Jangid

for successfully completing the non-teaching development program on
the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
Institute of Dental Sciences, Indore from 11/04/2018 to 14/04/2018



A blue ink signature is written over a horizontal line.

DEAN

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A green ink signature is written over a stamp. The stamp contains the text "Registrar" at the top, "Malwanchal University" in the middle, and "Indore (M.P.)" at the bottom.



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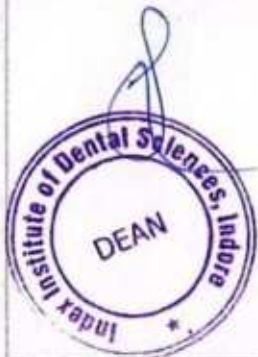


CERTIFICATE

This Certificate is awarded to

Ms. Babita Viswkarma

for successfully completing the non-teaching development program on
the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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CERTIFICATE

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Ms. Priya Rathore

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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Mr. Ashok Rawat

for successfully completing the non-teaching development program on
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CERTIFICATE

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Mr. Wasim Khan

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CERTIFICATE

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Mr. Vishal Tomar

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A handwritten signature in blue ink, appearing to be "Vishal Tomar".

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CERTIFICATE

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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CERTIFICATE

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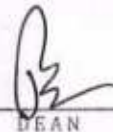
CERTIFICATE

This Certificate is awarded to

Mr. Shyam Singh Panwar

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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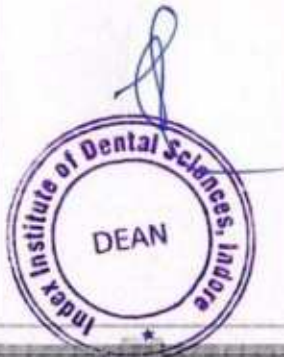



CERTIFICATE

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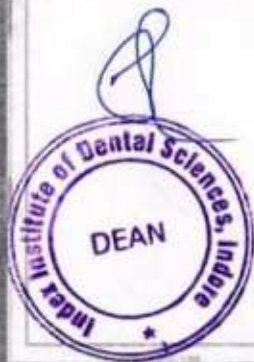


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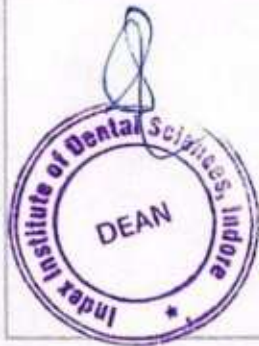


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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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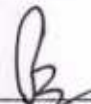
CERTIFICATE

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Ms. Sapna Bhaduriya

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Ms. Kanchan Deshmukh

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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Ms. Aakanksha Yadav

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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CERTIFICATE

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Mrs. Shubhangi Buchunde

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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Ms. Nisha Dhore

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CERTIFICATE

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Mrs. Sarban Bai

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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CERTIFICATE

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Ms. Amita Singh

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Mr. Bramha Kumar

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Mr. Manoj Prajapati

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CERTIFICATE

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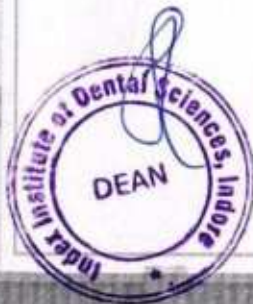


CERTIFICATE

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Mr. Liladhar Lodhi

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
Institute of Dental Sciences, Indore from 11/04/2018 to 14/04/2018



A handwritten signature in blue ink, likely belonging to the Dean.

DEAN
IIDS, INDORE

A handwritten signature in green ink, likely belonging to the Registrar.

Registrar
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CERTIFICATE

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CERTIFICATE

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Mr. Jugal Jadhav

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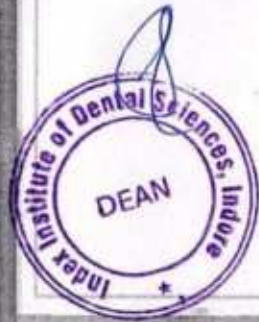


CERTIFICATE

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CERTIFICATE

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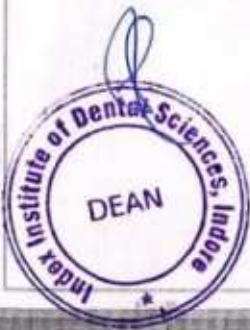



CERTIFICATE

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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MALWANCHAL UNIVERSITY, INDORE

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CERTIFICATE

This Certificate is awarded to
Mr. Bhim Singh Tanwar

for successfully completing the non-teaching development program on
the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
Institute of Dental Sciences, Indore from 11/04/2018 to 14/04/2018



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CERTIFICATE

This Certificate is awarded to

Mr. Badrilal Malviya

for successfully completing the non-teaching development program on
the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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Mr. Archana Raj

for successfully completing the non-teaching development program on the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index Institute of Dental Sciences, Indore from 11/04/2018 to 14/04/2018




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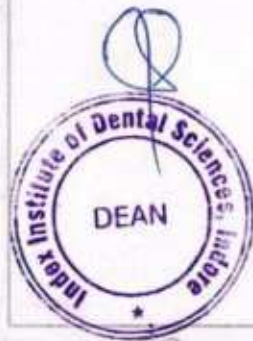


CERTIFICATE

This Certificate is awarded to

Mr. Anil Kushwah

for successfully completing the non-teaching development program on
the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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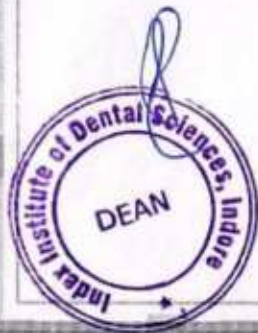



CERTIFICATE

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Mr. Mithlesh Kochle

for successfully completing the non-teaching development program on
the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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CERTIFICATE

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Mr. Sudhir Joshi

for successfully completing the non-teaching development program on the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index Institute of Dental Sciences, Indore from 11/04/2018 to 14/04/2018



A blue ink signature of the Dean.

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A green ink signature of the Registrar.

Registrar
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CERTIFICATE

This Certificate is awarded to

Mr. Sita ram

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the topic "CUSTOMER SERVICE IN HEALTH CARE" conducted at Index
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INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



Ref. No. IIDS/MISC/NTDP/2018/51

Date: 20th September 2018

Circular

Non-teaching staff professional development program is going to be held in month of September, 2018.

All concerned staff are instructed to get themselves registered for the same latest by 24th September, 2018.

S.NO	TOPIC	TARGET GROUP	DATE
1	Office Time Management	IIDS Non-Teaching Staff	25/09/2018 – 27/09/2018

Time- 2 to 4 pm

Venue- IMCHRC Lecture Hall

Contact Person- Imran Mansuri

Last date for registration- 24th September, 2018


Coordinator



Copy to -

- P.A to Vice Chancellor, Malwanchal University
- P.A to Registrar, Malwanchal University
- Dean, IMCHRC
- Head of Departments, IIDS
- Notice Boards

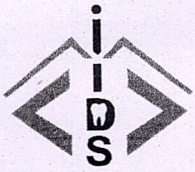



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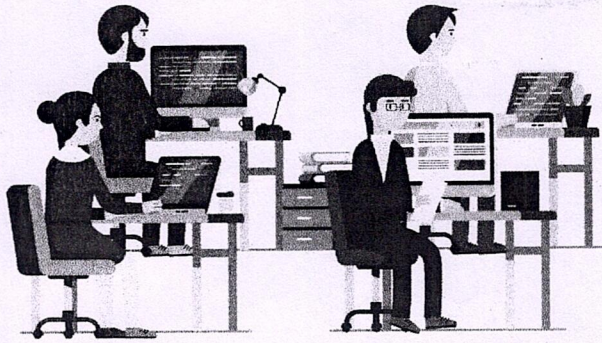
Campus : Index City, NH-59A, Nemawar Road, District: Indore- 452016 (M.P.) Ph.: + 0731-4013700

Email : dental@indexgroup.co.in, Website : www.indexgroup.co.in

City Office : 104, Trishul Apartment, 5, Sanghi Colony, A.B. Road, Indore M.P. - 452008



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OFFICE TIME MANAGEMENT TRAINING OBJECTIVES

TRAINING OBJECTIVE

By this training participants will be able to -

- Streamline Work Flow.
- Achieve Goals.
- Ensure optimum use of Resources.
- Minimize cost of operation.
- Manage Change effectively.
- Maintain Co-ordination in Team.
- Improve office Efficiency.
- Ensure collaboration and coordination.
- Promote inventions and innovations.

CONCEPT

Office Management is the technique of Planning, Organizing, Coordinating and controlling office activities with a view to achieving vision, mission and goals of organization.

The success of an organization depends upon the efficiency and effectiveness of its employees which are achieved only through proper planning and control of activities, reduction of office costs and coordination of all activities of organization.

SCHEDULE

Date - 25/09/2018- 27/09/2018

Time - 2-4:00 Pm

Duration - 8 Hours

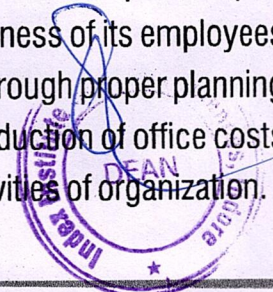
Venue - IMCHRC, Lecture Hall

Target Group- Non - Teaching Staff, IIDS

Trainer - Mr. Imran Mansuri

Registration Date - 24/09/2018

Training Coordinator - Mr. Mohd Akram



Imran Mansuri
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Date: 28th September, 2018

Report

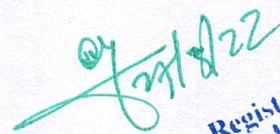
NON TEACHING DEVELOPMENT PROGRAM: OFFICE TIME MANAGEMENT

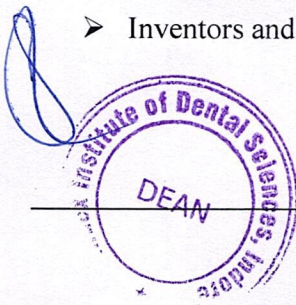
Office management involves the planning, design, implementation of work in an organization and its offices. This includes creating a focused environment, and guiding and coordinating the activities of office with view to achieve organizational objectives. The success of a business depends upon the efficiency of it in office. In view to improve office management skill a training non-teaching office staff of Institute of Dental Sciences was organized for two days, starting from 25th September to 27th September, 2018 in which 113 members attended the event.

The resource person for the training was Mr. Imran Mansuri, HR head.

The training outcome expected are:

- Stream line flow of work
- Achievements of goal
- Optimum use of resources
- Minimization of cost
- Managing change
- Maintain coordination
- Improve office efficiency
- Collaboration and coordination
- Inventors and innovations


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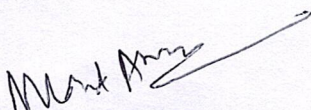
In two hour's session each day principles of management were explained in a simple and effective way


1. Division of work: Segregating work in the work force amongst the workers will enhance quality of work, efficiently, accuracy and speed of the workers.
2. Authority and responsibility: Authority facilitates the management work efficiency. Handing over responsibility makes them responsible for the work done.
3. Discipline: Discipline is core value of any management. Good performance and behaviors help staff smoothly build and progress in their professional career.
4. Unity of direction: All employees who have same activity should have a unified goal.
5. Subordination of individual interest: This indicates a company that employee should work toward's the interest of a company rather than personal interest.
6. Remuneration: Remuneration plays on important role in motivating the worker of a company. However it should be according to the nature of job and efforts they have made.
7. Centralization: There should be balance between hierarchy and division of power.
8. Scalar chain: The hierarchy steps should be from the top to the lowest. This is necessary so that every employee know the immediate senior to contact if needed.
9. Defined work order: A well-defined work order should be maintained to promote work culture. The positive atmosphere will boast positive productivity.
10. Equality: All employees should be treated equally and respectfully.
11. Stability: Job security improves performance.
12. Initiative: Management should support and encourage employees to take initiatives in organization.
13. Motivation: It is the responsibility of management to motivate and support the employees.

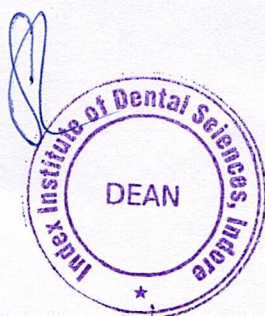
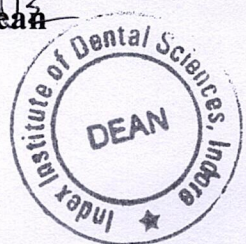


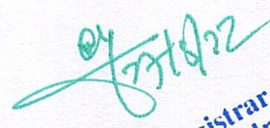
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Registrar
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14. Focused on functions of offices management: Planning, organization, staffing, direction, motivating, controlling, co-ordination and communication. All sessions were informative and easily understandable by the staff.


Course coordinator


Dean




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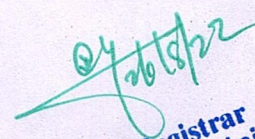
Date: 25th to 27th September, 2018

Attendance/ participation List

NTDP : OFFICE TIME MANAGEMENT

1. Mr. Imran Mansuri
2. Ms. Monika Soni
3. Ms. Shivani Singh
4. Mr. Nilesh Goyal
5. Mr. Manoj Prajapati
6. Ms. Mhaske Usha Shivasi
7. Mr. Deepak Suneriya
8. Mr. Mohd. Akaram
9. Ms. Kanchan Deshmukh
10. Mr. Inder Singh Chouhan
11. Mr. Lakhan Patel
12. Mr. Vijendra Singh
13. Mr. Bhim Singh Tanwar
14. Mr. Hariom Verma
15. Mr. Jugal Jadhav
16. Mr. Sanjay Kumar
17. Mr. Sandeep Solanki
18. Mr. Mithlesh Kochle
19. Mr. Ganesh Gehlod
20. Mr. Sadiq Mansuri
21. Mr. Shahrukh Mansuri
22. Mrs. Rupa Chauhan
23. Ms. Aakanksha Yadav
24. Ms. Anita Agnihotri
25. Mr. Deepak Pancholi
26. Mohd. Sharukh Khan
27. Mr. Anil Kushwah
28. Mr. Brijgopal Ahirwar
29. Mr. Wasim Khan




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30. Mr. Rakesh Meena
31. Mrs. Shubhangi Buchunde
32. Mr. Mangesh Chawra
33. Mr. Ritesh Sharma
34. Mr. Makhan Chouhan
35. Mr. Satish Parmar
36. Ms. Nisha Dhore
37. Mr. Shivendra Singh
38. Mohd. Shaheem
39. Mr. Sudhir Joshi
40. Mr. Liladhar Lodhi
41. Mr. Ghanshyam Vishwakarma
42. Mr. Vishal Tomar
43. Mr. Prakash Rana
44. Mr. Sita ram
45. Mr. Ashok Prajapati
46. Mr. Om Prakash Malviya
47. Mr. Sarban Bai
48. Mr. Mukesh Malviya
49. Mr. Badrilal Malviya
50. Mr. Ganesh parmar
51. Mr. Durgesh Prajapati
52. Mr. Mahesh Bamniya
53. Ms. Amita Singh
54. Mrs. Jyoti Rathore
55. Mr. Shailesh Rajoriya
56. Mr. Anandilal
57. Mr. Shantilal
58. Ms. Rosemarry Masih
59. Ms. Vinita Bankhede
60. Mrs. Aruna Bansode
61. Mr. Sunil Jadhav
62. Mr. Shyam Singh Panwar
63. Mr. Ravindra Gaydhane
64. Mr. Neeraj Singh
65. Mr. Sachin Mahajan
66. Mr. Kapil
67. Mr. Bhagirath Malviya
68. Mr. Balvir
69. Mr. Govind Rathore




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70. Mr. Ashok Rawat
71. Mr. Babulal Bamniya
72. Mr. Suresh Sharma
73. Mr. Sunil Jangid
74. Mr. Deepak Pathak
75. Ms. Babita Viswkarma
76. Mr. Bramh Kumar
77. Ms. Priya Rathore
78. Mr. Pankaj
79. Mr. Pankaj Sharma
80. Mr. Deepak Patel
81. Mr. Rohit Panwar
82. Ms. Sapna Bhaduriya
83. Ms. Ashwini Mangre
84. Ms. Shivani Jaiswal
85. Ms. Megha Joshi
86. Mr. Arif Khan
87. Mr. Irfan Mansuri
88. Mr. Pawan Solanki
89. Mr. Sumit Chodhary
90. Mr. Rajesh Pancholi
91. Mr. Sunil
92. Mr. Rajendra Singh Sendhav
93. Mr. Mayank Patidar
94. Mr. Shahnwaz Khan
95. Mr. Sayad Arshad Ali
96. Mr. Shahid Ansari
97. Mr. Ankit Sisodiya
98. Mr. Mahesh Choudhary
99. Mr. Soheb Mansuri
100. Mr. Sanju Hade
101. Mr. Rajesh Chouhan
102. Mr. Lokendra Solanki
103. Mr. Puna
104. Mr. Radheshyam
105. Mr. Mehtab Singh
106. Mr. Mangilal Rajput
107. Mr. Ashutosh Gurjar
108. Mr. Jagdish Meena
109. Mr. Gauvari Shankar



07/10/22
Registrar
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- 110. Mrs. Aayushi Nimbalkar
- 111. Ms. Pooja Solanki
- 112. Mr. Arun Mukati
- 113. Mr. Archana Raj

M. Archana Raj
Course Coordinator



M. Archana Raj
Registrar
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CERTIFICATE

This Certificate is awarded to

Mr. Ashok Prajapati

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018





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A handwritten signature in black ink, likely belonging to the Dean of the Index Institute of Dental Sciences.

DEAN
IIDS, INDORE

A handwritten signature in green ink, likely belonging to the Registrar of Malwanchal University.

Registrar
Malwanchal University
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Mr. Wasim Khan

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A handwritten signature in blue ink, likely belonging to the Dean.

DEAN

IIDS, INDORE

A green handwritten signature and a blue stamp with the text "Registrar Malwanchal University Indore (M.P.)".

Registrar
Malwanchal University
Indore (M.P.)



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Mr. Shivendra Singh

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This Certificate is awarded to

Mr. Shahrukh Mansuri

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This Certificate is awarded to

Mr. Satish Parmar

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A handwritten signature in blue ink, positioned above a horizontal line.

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A handwritten signature in green ink, positioned above the text.

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Mr. Ritesh Sharma

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A blue ink signature of the Dean, written over a horizontal line.

DEAN

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A blue ink signature of the Registrar, written over a horizontal line.

Registrar
Malwanchal University
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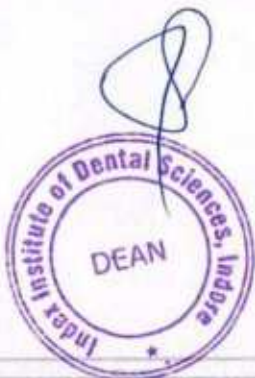


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for successfully completing the non-teaching development program
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Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



A handwritten signature in blue ink, likely belonging to the Registrar of Malwanchal University.

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This Certificate is awarded to

Mr. Prakash Rana

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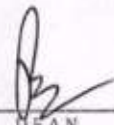
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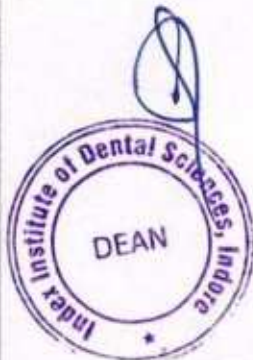
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Mr. Rajesh Pancholi

for successfully completing the non-teaching development program
on the topic **"OFFICE TIME MANAGEMENT"** conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018


DEAN

IIDS, INDORE





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CERTIFICATE

This Certificate is awarded to

Mr. Sunil

for successfully completing the non-teaching development program
on the topic **"OFFICE TIME MANAGEMENT"** conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018




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Mr. Mayank Patidar

for successfully completing the non-teaching development program
on the topic **"OFFICE TIME MANAGEMENT"** conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018




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CERTIFICATE

This Certificate is awarded to

Mr. Om Prakash Malviya

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



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CERTIFICATE

This Certificate is awarded to
Mr. Govind Rathore

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



A handwritten signature in blue ink, positioned above a horizontal line.

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A handwritten signature in green ink, positioned above the text.

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Mr. Ashok Rawat

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



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CERTIFICATE

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Mr. Babulal Bamniya

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



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CERTIFICATE

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Mr. Suresh Sharma

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on the topic **“OFFICE TIME MANAGEMENT”** conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



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CERTIFICATE

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Mr. Sunil Jangid

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
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CERTIFICATE

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Mr. Deepak Pathak

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



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CERTIFICATE

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Ms. Babita Viswkarma

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
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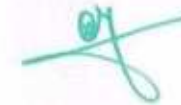
This Certificate is awarded to

Mr. Bramh Kumar

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A black ink signature of the Dean, written over a horizontal line.

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CERTIFICATE

This Certificate is awarded to
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Mr. Anandilal

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CERTIFICATE

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Mr. Shailesh Rajoriya

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CERTIFICATE

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Mrs. Jyoti Rathore

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Ms. Amita Singh

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Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



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This Certificate is awarded to

Mr. Mahesh Bamniya

for successfully completing the non-teaching development program
on the topic **"OFFICE TIME MANAGEMENT"** conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



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Mr. Durgesh Prajapati

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
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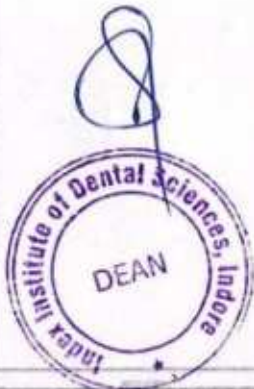


CERTIFICATE

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Mr. Ganesh parmar

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Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



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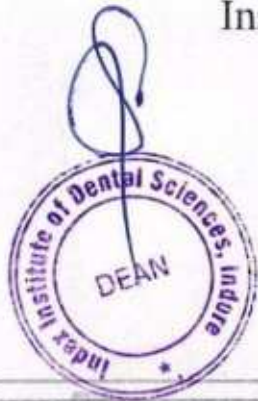


CERTIFICATE

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Mrs. Sarban Bai

for successfully completing the non-teaching development program
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Mr. Kapil

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Mr. Neeraj Singh

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CERTIFICATE

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Mr. Ravindra Gaydhane

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
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CERTIFICATE

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Mr. Shyam Singh Panwar

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
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CERTIFICATE

This Certificate is awarded to

Mr. Sunil Jadhav

for successfully completing the non-teaching development program
on the topic "**OFFICE TIME MANAGEMENT**" conducted at Index
Institute of Dental Sciences, Indore from 25/09/2018 to 27/09/2018



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CERTIFICATE

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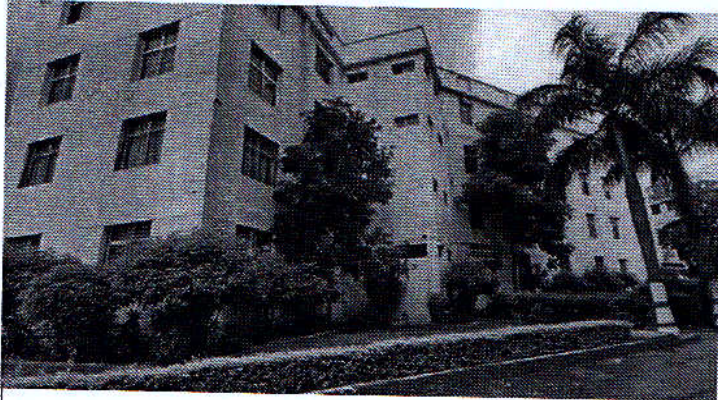
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Index Department of
Physiotherapy & Paramedical Sciences

MALWANCHAL UNIVERSITY, INDORE

Index City, NH-59a, Nemawar Road
Indore, Madhya Pradesh, 452016.



OFFICE MANAGEMENT

Learning Outcomes

Contextualization of Knowledge

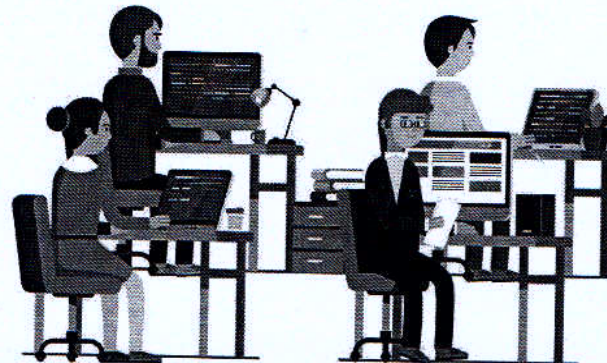
Praxis and Technique

Critical Thinking

Research and Communication

Duration of course
5 Days

Trainer
Mr. Sandeep Solanki



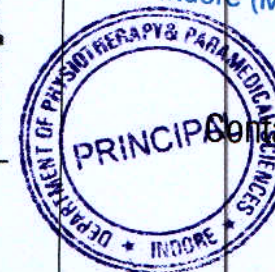
Who should Attend the
course Anyone who wants
to boost the confidence in
Office management

Date : 7-11 January 2019
Time 1-2pm

VENUE
INDEX DEPARTMENT OF PHYSIOTHERAPY
AND PARAMEDICAL SCIENCES

Registrar
Malwanchal University
Indore (M.P.)

Course Fees
Free of cost



For Registration
Contact Details - 9755008280





INDEX DEPARTMENT OF PHYSIOTHERAPY &
PARAMEDICAL SCIENCES

Faculty Development Course-07/01/2019-11/01/2019

TOPIC-Faculty Office Management

RESOURCE PERSON-Mr. Sandeep Solanki

Ref.No.DOPT/PO/2019

NON TEACHING STAFF REGISTRATION LIST

DATE-07/01/2019

S.NO.	NAME	SIGNATURE
1	Shyam Singh Panwar	
2	Nayna Azad	
3	Sandeep Choudhary	

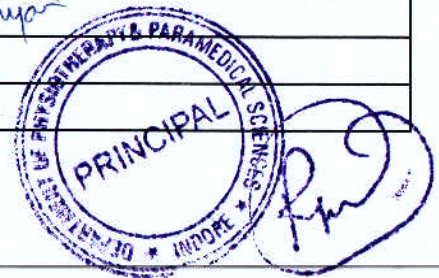
NON TEACHING STAFF REGISTRATION LIST

S.NO.	NAME	SIGNATURE		
		08-01-2019	09-01-2019	10-01-2019
1	Shyam Singh Panwar			
2	Nayna Azad			
3	Sandeep Choudhary			

NON TEACHING STAFF REGISTRATION LIST

DATE-11/01/2019

S.NO.	NAME	SIGNATURE
1	Shyam Singh Panwar	
2	Nayna Azad	
3	Sandeep Choudhary	



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