



GURU NANAK COLLEGE (AUTONOMOUS)

Affiliated to University of Madras and Re-Accredited at "A" Grade by NAAC
Guru Nanak Salai, Velachery, Chennai – 600042.

School of Information Technology

Department of Information System

Event Title	Report Writing/Drafting	
Category	Webinar	
Date	From :29/07/2020	To :29/07/2020
No. of Resource Person	1	
No. of Participants	45	

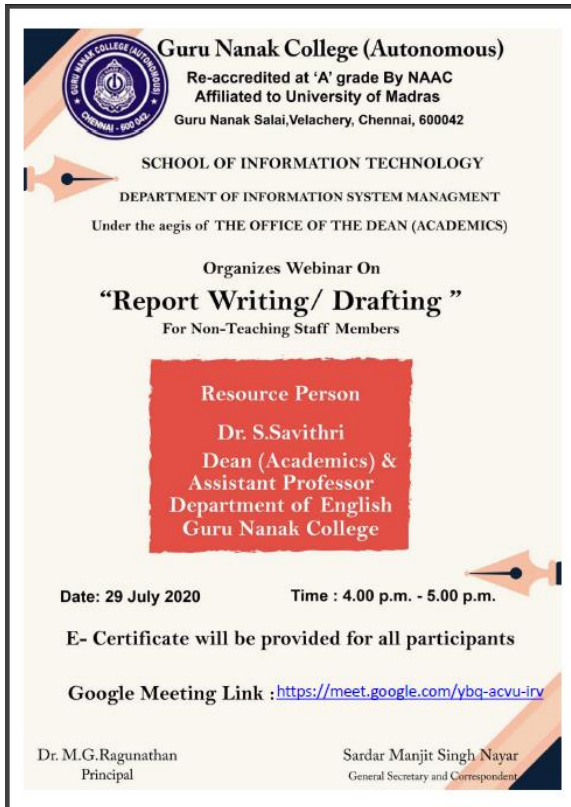
(1) Report Description


The Webinar on Report Writing/Drafting was conducted on 29/07/2020 - Day 2 event of Orientation Courses for non teaching staff of Guru Nanak College through Google Meet. The Resource Person was Dr.Savithri Swaminathan,Dean Academics and Assistant Professor, Department of English, Guru Nanak College. The session highlighted the art of Report Writing for the non teaching staff which would help them in their official work.

(2) Report

The Webinar on Report Writing/Drafting was conducted on 29/07/2020 - Day 2 event of Orientation Courses for non teaching staff of Guru Nanak College through Google Meet.

(3) Invitation Copy



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SCHOOL OF INFORMATION TECHNOLOGY
DEPARTMENT OF INFORMATION SYSTEM MANAGEMENT
Under the aegis of THE OFFICE OF THE DEAN (ACADEMICS)

Organizes Webinar On
“Report Writing/ Drafting ”
For Non-Teaching Staff Members

Resource Person
Dr. S.Savithri
Dean (Academics) &
Assistant Professor
Department of English
Guru Nanak College

Date: 29 July 2020 Time : 4.00 p.m. - 5.00 p.m.

E- Certificate will be provided for all participants

Google Meeting Link : <https://meet.google.com/ybq-acvu-iry>

Dr. M.G.Ragunathan
Principal

Sardar Manjit Singh Nayar
General Secretary and Correspondent

(4) Certificate Copy



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 **SCHOOL OF INFORMATION TECHNOLOGY**
DEPARTMENT OF INFORMATION SYSTEM MANAGEMENT
Under the aegis of THE OFFICE OF THE DEAN (ACADEMICS)
“A short Orientation Course for the Non-Teaching Staff of Guru Nanak College”

Certificate of Participation
This is to certify that


Dr. M.G. RAGUNATHAN
PRINCIPAL


Mr. MANJIT SINGH NAYAR
GENERAL SECRETARY & CORRESPONDENT

(5) Photos

