



IQAC
Internal Quality Assurance Cell

STEP

SKILL-BASED TRAINING AND EDUCATION PROGRAMME

A Four-day Workshop for
Enhancing Office Administrative Skills (Online)

DAY 1

OFFICE FUNCTIONING AND FILE KEEPING

Speaker

Mr. Hussainar M

Supdt. Darunnajath Arabic College
Karuvarakundu, Malappuram

Tap on the Google Meet logo to
redirect to the chatroom



24 May 2021

11AM-12PM



Google Meet



Abdurahim M

9496 433 015

EMEA COLLEGE OF ARTS & SCIENCE

Reaccredited with A grade by NAAC
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