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**SCHOOL OF COMMERCE & MANAGEMENT**

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**Department of Management**

**NOTICE**

**Ref No: AJU/SCoM/DoM/2023/400**

**Date: 26.10.2023**

This is to inform all the faculty members about an upcoming seminar on "**Google Calendar for Efficient Scheduling and Task Management**", this seminar aims to explore the comprehensive functionalities of Google Calendar and its strategic applications in efficient scheduling and daily task management.

This seminar offers a deep understanding of Google Calendar, equipping attendees with essential skills to streamline schedules, manage tasks, and optimize productivity.

Event coordinator: Mr. Arindam Mondal

Date of the event: **28**th October 2023

Time: 10:00 am-11:30 am

Venue: Block A; Room-142

**Dr. Urvashi Thakur**

HoD, MBA

Department of Management

School of Commerce & Management

**HoD, MBA**

**School of Commerce and Management**

**ARKA JAIN University, Jharkhand**

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