Report of Two Days Programme on Basic Computer Training for Non-Teaching Staff

Department of Computer Science and IQAC organizes two days training Programme on **Basic Computer Training Programme** for non-teaching staff on 7th to 8th August,2021. Around 35 non-teaching staff members attended the above said programme. The training programme inaugural session was started by coordinator of the event Mr. Atul Jain- Administrative Officer. Dr. Kusha Tiwari-IQAC coordinator, emphasized on the importance of computer knowledge in day to day administrative work. She also informed the participants that the programme is a regular pactice for non-teaching staff. The detailed schedule of training sessions were as follows:

S.No	Timings	Resource person	Topics covered
Day 1 (07 August 2021)			
1	10:00 am to 12:30 pm on 7th August,2021	Ms. Mamta, Assistant Professor, Dept of Computer Science, SLC	MS-Office,2010
2	2:00 pm to 4:30 pm on 7th August,2021	Mr. Sushil Kumar, Assistant Professor, Dept of Computer Science, SLC	Introducing Excel
Day 2 (08 August 2021)			
3	10:00 am to 12:30 pm on 8th August,2021	Mr. Sushil Kumar, Assistant Professor, Dept of Computer Science, SLC	Advanced Excel
4	2:00 pm to 4:30 pm on 8th August,2021	Dr. Neelam Dabas, Assistant Professor,	Introducing apps under Google

		Dept of Computer Science, SLC	

All the sessions were very effective. Outcomes of the programme are as follows:

- The participants learned how to handle the data of thousands of students like fees, roll numbers, internal assessment, admission etc.

- By learning the advanced tools of excel they learned how to do result analysis.

- Exposing to the apps like Google meet, Google form, Zoom they can now work even during the pandemic situation.

- They learnt, how to use google form to collect the data regarding feedback, subject optional form.

This programme was concluded by Prof. Rabi Narayan Kar, Principal Shymalal College, University of Delhi. He assured for conducting more such training session about in future to enhance the knowledge of staff members. Programme Coordinator Mr. Atul Jain thanks to IQAC and Department of Computer Science for Scheduling such a informative session.