



फोन नं० : 05262-232994 कार्यालय
website : lbsdc.org.in
e-mail : principal@lbsdc.org.in

श्री लाल बहादुर शास्त्री डिग्री कालेज, गोण्डा - 271003 (उ.प्र.)
SHRI LAL BAHADUR SHASTRI DEGREE COLLEGE, GONDA - 271003 (U.P.)

21/09/2020

Notice

Two Days Training Programme on Use of MS Office for Non-Teaching Staff

All the non-teaching staff members of the college are hereby informed that our college is organizing two days training programme on "Use of MS Office" Mr. Rakesh Mishra, EDP In-charge will train the members and the session will be held from September 23 to September 24, 2020.

Bansal

Principal
Shri Lal Bahadur Shastri Degree College
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Report

Topic: Two Days Training Programme on Use of MS Office for Non-Teaching Staff

Date: 23/09/2020- 24/09/2020

Name of the Resource Person: Mr. Rakesh Mishra, in-charge of EDP Cell, Shri Lal Bahadur Shastri Degree College, Gonda

A training Programme for non-teaching staff was organized from September 23 to September 24, 2020. He trained the staff members about each of the applications in Microsoft Office such as Microsoft Word, Microsoft Excel and Microsoft Power Point. The non teaching staffs and members of our institution were benefited by this programme and they assured to implement the strategies in their job.

Total No. Of Participants- 26

 Shri Lal Bahadur Shastri Degree College Gonda

Induction Programme For Non-Teaching
On
"Use Of MS-Office"
23-24 September 2020
Organised By IQAC
Speaker:-
Rakesh Mishra

Chairperson
Dr. Vandana Saraswat

Coordinator
Dr. Rajiv Kumar Agrwal

Organizing Committee

1. Dr. Sanjay Kumar Pandey	4. Mr. Lohans Kalyan
2. Dr. Jitendra Singh	5. Dr. Pushyanitra Mishra
3. Dr. Ranjan Sharma	6. Mr. Manish Sharma


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Two Days Training Programme on Use of MS Office for Non-Teaching Staff

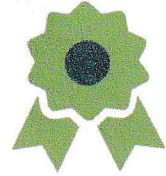
Sr No	Name of the Trainee
1	Shri Hanuman Prasad Yadav
2	Shri Dev Prakash
3	Shri Mukta Ram
4	Dr. Niharika Srivastava
5	Shri Amarjeet Verma
6	Shri Raj Kumar Mathur
7	Shri Vijay Singh
8	Dr. Sandhya Singh
9	Shri Satish Kumar Dixit
10	Shri Ram Bhawan Singh
11	Shri Ram Kumar
12	Smt Moina Khatoon
13	Shri Sukhdev Prasad
14	Shri Shiv Kumar
15	Shri Santosh Kumar
16	Shri Pawan Kumar Pandey
17	Shri Sharad Kumar Pathak
18	Dr Abhimanyu Chaubey
19	Shri Ashutosh Srivastava
20	Shri Akashdeep
21	Shri Ashish Chaudhary
22	Shri Rohit Singh
23	Shri Pankaj Lal Srivastava
24	Devesh Dixit
25	Shri Pramod Kumar
26	Shri Nand Kumar Shukla

Bansat
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CERTIFICATE OF PARTICIPATION

Proudly present to:

FOR PARTICIPATING IN THE INDUCTION PROGRAM FOR NON-
TEACHING STAFF WORKSHOP ON "USE OF MS-OFFICE", ORGANIZED
BY IQAC ON 23-24 SEPTEMBER 2020.

Dr Rajeev Agarwal
Coordinator

Dr Vandana Saraswat
Principal

V. Saraswat
Principal
Shri Lal Bahadur Shastri Degree College
Gonda