Technical Workshops for Non-Teaching Staff.

The IQAC Cell of the college had successfully organized two workshops for the non-teaching staff of the college. The workshops were conducted keeping in the mind the growing digitization in every field and the thus, the need for every individual to stay abreast with the usage of computers. The aim of the workshops was to build a learning environment in college which can be characterized by inclusiveness as one it's most integral attributes.

Both the sessions were conducted by Ms. Neha Aggarwal and Ms. Mussart Ahmed from the Department of Computer Science. The workshops proved to be extremely fruitful for the attendees.

The first workshop titled, 'Introduction to Computers and Internet' was held on the 30th August 2019.

The second workshop titled,' Advanced Computer Training' was held on 6th September, 2019. The prime participants of this workshop were employees from the administrative department, accounts section and the library. Moving one step further from the previous session, the participants were introduced to MS-Excel. Starting from the basic definitions like that of a sheet and a workbook, the learnings went on to the usage of basic functions in MS- Excel. In the two-hour workshop, booking of railway tickets from the IRCTC website was also taught. Owing to the importance of Aadhar Card in today's times, participants were also made to learn the downloading of an E-Aadhar. The objective of the workshop, which was to establish a degree of comfort for performing day-to-day activities using computers, was very well achieved.