Ref. No.: F.11(12)/LBS/Computer Centre/552   *Date: 01.08.2023*

NOTIFICATION

This is for the information to all the Teaching Employees of the University that the computer center organizing three (3) day short term training program started from 09.08.2023 to 11.08.2023 on effective and efficient usage of computer system resources in their day to day life. The program comprise of the following topics:

SNo.	Topic	Date & Time
1.	Introduction to MS office and Effective Usage of PowerPoint (PPT).	09.08.2023 & 02:30 to 04:00PM
2.	Working the Google services (typing, speech etc.), GCR & Gmail	10.08.2023 & 02:30 to 04:00PM
3.	Utilization of official email id's, usage of Samarth eGov Suite Project	11.08.2023 & 02:30 to 04:00PM

All Teaching Employee are requested to submit their application form online through Google Form Link: **https://forms.gle/QgfNkCYdUfuaAFTQA** on or before 08.08.2023.In case of any query concern teaching staff may contact to the System Administrator, Computer Centre.

This issued with the approval of the Competent Authority.

(BL Verma)
System Administrator

Copy To:

1. PS to VC/Registrar/FO
2. All Dean/ HoD
3. All Concerned Teaching Staff
4. University Website

(BL Verma)
System Administrator