

KAMALA NEHRU COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited 'A' College

August Kranti Marg, New Delhi-110049

Telephone No.011-26494881Telefax No.011-26495964


Website: www.knc.edu.in

email ID: kamala.nehru_du@hotmail.com, kamla.nehru_du@hotmail.com

NOTICE

The Internal Quality Assurance Cell (IQAC) of Kamala Nehru College (University of Delhi) is organizing a Two-Day Computer Training Programme on 'MS-Word, MS-Excel & MS-PowerPoint' for skill enhancement from 29th to 30th June, 2017 in collaboration with the Delhi University Computer Centre, University of Delhi for the benefit of Multitasking (MTS) Non-Teaching Staff working in the Colleges of University of Delhi. The complete details of the Training Programme are mentioned in second page.

The Multitasking (MTS) Non-Teaching Staff (Maximum Two participants) from the Colleges of University of Delhi, should send their application form through the Principal of the College latest by 25th June, 2017 to the Principal(Acting), Kamala Nehru College. The Training Programme Certificates will be awarded only to those, who will attend the programme on both days during the training programme.


DR.KALPANA BHAKUNI
PRINCIPAL(ACTING)

Note:- The details of the programme are also available at: <https://knc.edu.in>.

TRAINING PROGRAMME DETAILS

Computer Training Programme on : 'MS-Word, MS-Excel & MS-PowerPoint'
for skill enhancement

Training Programme Dates : 29th & 30th June, 2017 (Two days)

Schedule for the Programme on 29th June(Thursday) & 30th June(Friday)

Schedule of Day-1	Schedule of Day-2
10.00 am – Inauguration	10.00 am – Presentation on MS-Excel
11.00 am–Presentation on MS-Word & PowerPoint	11.00 am – Tea Break (15 minutes)
01.00 pm – Lunch break (45 minutes)	01.00 pm – Lunch break (45 minutes)
01.45 pm – Practical session	01.45 pm – Practical session
03.45 pm - Tea break (15 minutes)	04.00 pm - Valedictory
05.00 pm- End of Session	05.00 pm- Distribution of Certificates

Chief Guest for the Inaugural session : Dr.Raja Rajan,
Joint Registrar,
University of Delhi

Resource Person for the Programme : Ms.Namita, Programmer,
Delhi University Computer Centre,
University of Delhi

Beneficiaries : Multitasking Non-Teaching Staff working in
the Colleges of University of Delhi

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Proforma for applying for the 2-Day Training Program for skill enhancement on 'MS-Word, MS-Excel & MS-PowerPoint' from 29th to 30th June, 2017

Full Name _____ (In Block letters)

Designation _____

Department / College _____

Telephone: Office _____ Mobile _____

E- Mail Address _____

Previous Computer Experience _____

(Signature of Applicant)

Forwarded by :

Signature of HOD / Principal of the College
(With proper Seal)

Place : _____

Dated: _____