## R.K.S.D (PG) COLLEGE KAITHAL

### Department of Computer Science

Dated: 8-12-2018

#### **NOTICE**

Department of Computer Science is going to organize a training programme entitled "Computer Literacy and soft and communication skills" on dated from 12/12/2018 to 31/12/2018 for Non-Teaching staff of the Institute.

Venue: Computer Lab 2

Time: 10:00 a.m.to 1:00 pm

Mentor: Ms. Shivani Gupta

Technical Team: Mr Amit Gupta

Mr.Manu Nirwani

(Dr. A. K. Narula)

HOD

(Convenor)

(Dr. S. K. Goyal)
Principal

#### R.K.S.D. (P.G.) College Kaithal Department of Computer Science

#### "Computer Literacy and soft & communication skills" (From 12/12/2018 to 31/12/2018) **Attendance Sheet**

Sr. No.	Date	Staff Member name	Department	Signature
I	12-12-18	ANIL KUMAR	Administralin	M
2	12-12-18	Robert Crubo	Fery Clark	Roch
	12.12.18		Retary.	M
4.	12-12-18	0	Botany	12/5/2/M
5.	12.12.18	Rajesh	Liborary	Ryesh
6	12-12-18	Vine Cut	Edem	M
7	12-12-18	Michell Kum	Lobrory	Yula
8	12-12-18	Ajmer Singh Hain	Library	yan
9	12-12-18	RAM NI WAS	Mathematics	Ralles
10	12-12-18	Kalnuil Since	Bus Pars Clark	January Con
11	12-12-19	Clowfour Club	pdw.	
12.	12-12-18	Sulle	C.S	Suhhi
			. \	
		,		
-		•	-	

# R.K.S.D. (PG) College Kaithal Department of Computer Science

#### Report

Training Programme: Computer Literacy and soft and communication skills

Department of Computer Science organized a training programme entitled "Computer Literacy and soft and communication skills from 12-12-2018 to 31-12-2018 for the non-teaching staff. Ms. Priyanka Khurana and Ms. Shivani Gupta with their technical team put outstanding efforts for making the programme successful. Total 12 non teaching staff of the Institute participated in the programme. Head of the department, Dr. Anil Narula congratulated the faculty and staff for the successful completion of the programme. Principal Dr. S. K. Goyal appreciated the efforts of the department of computer science and hoped that this programme will help the non teaching staff in their day to day working.