

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

Ms. Priyanka
(Convenor)

Technical Team: Mr Amit Gupta
Mr. Manu Nirwani

(Dr. A. K. Narula)
HOD

(Dr. S. K. Goyal)
Principal

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.

