R.K.S.D (PG) COLLEGE KAITHAL
Department of Computer Science

Dated: 05-6-2020

NOTICE

Department of Computer Science is going to organize online training on **"Basic Computer Skills"** from 10-6-2020 to 25-6-2020 for the Teaching & Non-Teaching staff of the Institute.

Mentors/Faculty:
1. Mr. Matish Garg
2. Mr. Ankit Gupta

Technical Assistance:
1. Mr. Amit Gupta
2. Mr. Manu Nirwani
3. Mr. Ravi Goel

(Dr. A. K. Narula)
HOD

(Dr. S. K. Goyal)
Principal

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

Online Training Programme

<u>Report</u>

<u>Title</u>: **Basic Computer Skills**

Department of Computer Science organized an online training programme entitled **"Basic Computer Skills"** from 10-6-2020 to 25-6-2020 for the teaching and non-teaching staff through Google Meet. Mr. Matish Garg and Mr. Ankit Gupta taught the staff members about computer operations and various editing applications like Ms Word, Ms excel & Power point etc. Mr. Amit Gupta, Mr. Manu Nirwani and Mr. Ravi Goel gave their maximum efforts to make the programme successful. About 150 Teaching and Non Teaching staff of the Institute participated in the programme it was a new experience for them. Head of the department, Dr. Anil Narula congratulated the faculty and staff of the Department of Computer Science. Principal Dr. S. K. Goyal appreciated the efforts of the department of computer science in COVID pandemic.

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

Online training on "Basic Computer Skills"
(10-6-2020 to 25-6-2020)

Attendance Sheet

Sr. No.	Date	Staff Member name	Department	Signature
		Dr. Manjula Goel	English	Manju Goel
		Dr. Geeta Goyal	English	Geeta Goyal
		Dr. Ashok Attri	Pol. Sc	Ashok
		Dr. Vinod Kumar	Pol S.C.	Vinod
		Dr. Satyabir Sinh	Maths	Satyabir
		Dr. O. P. Saini	Hindi	Saini
		Dr. Suraj Walia	Economics	Walia
		Ms. Pouja Mittal	Commerce	Puja
		Dr. Ritu Kang	Economics	Ritu
		Ms. PRITI BANSAL	Mathematics	Priti Bansal
		Ms. Anjali Kumari	English	Anjali
		Dr. Anukriti	Pol. Sc.	Anukriti
		Dr. Navneet	Library	Navneet
		Dr. Gurdeep Bhet	Physical Edu	Gurdeep
		Ajay Sharma	Commerce	Ajay
		Rajesh Singh	Electronics	Rajesh
		Amit Tinchy	Zoology	Amit
		Kapil Jain	Mathematics	Kapil
		Dr. Naresh Garg	English	Naresh
		VISHAL ANAND	Commerce	Vishal
		Dr. Suchita	Commerce	Suchita
		Dr. Shashi	Commerce	Shashi

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Department of Computer Science

Online training on "Basic Computer Skills"
(10-6-2020 to 25-6-2020)

Attendance Sheet

Sr. No.	Date	Staff Member name	Department	Signature
		Dr Shashi	Commerce	
		Prof. Pooja Garg	Commerce	Pooja
		Dr Seema Aggarwal	Commerce	Seem
		Prof. Neha Gupta	Commerce	Neh Gupt
		Prof. Vishal Goyal	Commerce	Vishal
		Dr. Sucheta	Commerce	sucheta
		Sapna	Commerce	B. Pra
		Dr Sushil Gupt	Botany	
		Ms. SARITA RANI	BOTANY	
		Ms. NIKITA SHARMA	PHYSICS	Nikib
		Prof Akhaa	English	Akta
		Prof. Sunita Rani	Hindi	
		Dr. Vinay Singhal	Sanskrit	Vinay
		Prof Nidhi	Commerce	Nidhi
		Dr. ASHOK Kr	Pol. Sc	Anc
		DR. O.P. Saini	Hindi	
		Dr. R.K. Mittal	History	
		Dr Surender malik	History	
		Dr. Gaurav Goyal	History	
		Dr. Shilpy Aggarwal	Chemistry	SA
		Dr Ankit mittal	Geography	

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Department of Computer Science

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Attendance Sheet

Sr. No.	Date	Staff Member name	Department	Signature
		Dr. Surender Sijs	Political Science	
		Rajbir Parashar	English	
		Priyanka	Computer Science	
		Dr. Shivpaul kuns	hindi	