

**DR. AMBEDKAR COLLEGE,
DEEKSHABHOOMI, NAGPUR-10
Department of Physics**

Name of the Programme : Workshop for Non- Teaching for Skill
Development

Resource Person : Dr Pankaj Nimbalkar

Date of the Programme : 05/04/2022

Number of Participants : 3

Hosted by : Department of Physics

DR. AMBEDKAR COLLEGE, DEEKSHABHOOMI, NAGPUR

Department of Physics

Date: 4th April 2022

NOTICE

All the non-teaching Staff members of the department are hereby informed that a 'Workshop for skill development non-teaching staff members – 'E-Awareness'' is organized 5th April, 2022. in the Department of Computer Science. All the non-teaching staff members should remain present for the training positively.



Head of Department

Department of Physics

Report of Workshop for Non- Teaching for Skill Development (E-Awareness Workshop)

A workshop for skill development of non-teaching staff, 'E-Awareness' was conducted by the Department of Physics on 5th April 2022. The workshop was conducted in Department of Computer Science, Dr Ambedkar College, Deekshabhoomi, Nagpur. All non-teaching staff members were present on this

occasion. The aim of the workshop was to make all the technical staff of the department aware of basic computer operations. They are required to make computerized data entry of the stock. Also, at times they have to make reports or feed data on the Excel sheet. Keeping that in mind, they were given training about basics of computer operations, how to use MS-Word and MS-Excel.

The non-teaching staff were also given basic knowledge about the data entry, data management both on MS-Word and MS-Excel. They were given practice for both and they were also taught effective data management.

With this training they can perform simple tasks as entry of marks, typing and printing of notices, managing data of attendance, helping to enter and manage data for NAAC files, sending and configuring email and many more such tasks related to computers.


The training for this workshop was delivered by Head of the Department of Computer Science Dr Pankaj Nimbalkar. He personally imparted training to the non-teaching staff members, teaching them MS-Word, MS-Excel and other computer operations.. Head of the Department of Physics Dr (Mrs) Aarti N. Wazalwar coordinated the entire activity.



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Deekshabhoomi, Nagpur, Maharashtra 440010, India
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Feedback

4) What do you learn from the workshop? 2 responses

Repairs and maintenance of laboratory instruments

Gained new ideas and processes. Learned knowledge and passed knowledge to others.

5) Do you feel such training programs are important for your development? Why? 2 responses

Yes. Our knowledge get updated in every training program.

Yes, Training programs are critical to health development and success

6) What other workshops /training programs do you want the department to organise for you? 2 responses

Computer courses

departmental apparatus workshop and apparatus maintenance process and apparatus repairing

7) Your suggestions to organise such training programs. 2 responses

Hire the experts

Such training programs should be organized as it helps to increase your knowledge

0 responses

No responses yet for this question.

0 responses

No responses yet for this question.