

Dr. Ambedkar College, Deekshabhoomi, Nagpur
Department of Biochemistry and Biotechnology
Non-Teaching Staff Computer Training Programme

Notice

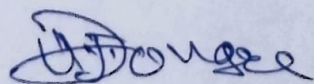
Date: 28-02-2024

All the Non-teaching staff members of Department of Biochemistry and Biotechnology are hereby informed that a 'Computer Training programme' has been organized on Friday, 1st March, 2024 at 2.00 P.M. All the Non-Teaching Staff are requested to be present for the same.

Venue: Department of Biochemistry and Biotechnology

Time: 2.00 P.M to 3.00 P.M.

Teacher In charge: Ms. Rita Lakkakul



Dr. Utpal Dongre

Head of the Department

Department of Biochemistry and Biotechnology

Dr. Ambedkar College, Nagpur

HEAD
DEPARTMENT OF
BIOCHEMISTRY & BIOTECHNOLOGY
DR. AMBEDKAR COLLEGE,
DEEKSHA BHOOMI, NAGPUR



Dr.Ambedkar College, Deekshabhoomi, Nagpur
Department of Biochemistry and Biotechnology
Non-Teaching Staff Computer Training Programme

Report

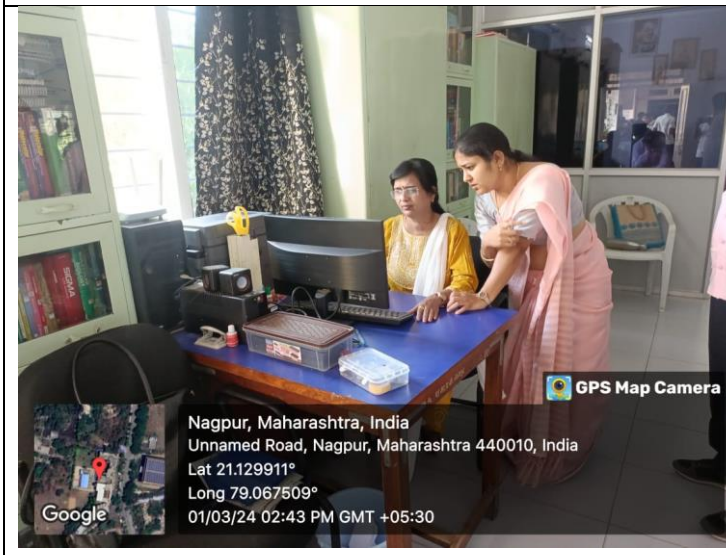
Department of Biochemistry and Biotechnology, Dr.Ambedkar College, Deekshabhoomi, Nagpur has organised a computer training programme for non – teaching staff of the department of Biochemistry and Biotechnology on 1st March 2024 at 2.00 P.M. In-charge Ms. Rita Lakkakul gave training to the staff regarding how to use Microsoft word, Excel and Basics needed in day to day life. The workshop aimed to enhance the digital literacy and proficiency of the staff in various computer applications and tools necessary for efficient administrative tasks and professional development.

Objectives of the Workshop:

- To familiarize the non-teaching staff with basic computer operations.
- To provide hands-on training in email management, internet browsing, and file organization.
- To equip participants with skills necessary for efficient data entry and management.
- To cultivate a digital culture among the staff and encourage the use of technology in their daily tasks.

Computer literacy or skills training programme is one of such opportunities; it is a capacity building strategy that empowers individuals or institutions to be knowledgeable in the use of computer applications. In other words, a person who knows how to use the machine to complete any task is a computer literate. Computer literate often connotes little more than the ability to use several very specific applications (usually Microsoft Word, Microsoft Excel, Microsoft Internet Explorer, and Microsoft Outlook) for certain very well- defined simple tasks, largely by rote. Multi-lateral institutions are strongly advocating the building of knowledge societies where the power of information and communication helps people access the knowledge they need to improve their daily lives and achieve their full potential. The Non- Teaching staff of the department of Biochemistry and Biotechnology, Mrs.Leena Kamble, Mr.Avinash Chauhan, Mr.V.Bhaisare and Mr.Rohit Bhaisare participated in the training program and gave a good response. Feedback forms were distributed at the end of the workshop to gauge participant satisfaction and gather suggestions for improvement.

Glimpses of the Programme



Glimpses of the session where Ms.Rita Lakkakul is training the Non – teaching staff regarding computer skills

Dr. Ambedkar College, Deekshabhoomi, Nagpur

Department of Biochemistry and Biotechnology

Non-Teaching Staff Computer Training Programme

Feedback Form

Date: 1st March 2024

1. Name of the Staff

Avinash Chauhan

2. How would you rate the computer training course?

Poor

Good

Very Good

Excellent

3. Was the content of the course useful to you?

Yes

No

4. How would you rate the content of the Course?

Poor

Good

Very Good

Excellent

5. How would you rate the overall feedback of the Course?

Poor

Good

Very Good

Excellent

6. Would You want more such course to be conducted ?

Yes

No

Dr.Ambedkar College, Deekshabhoomi, Nagpur

Department of Biochemistry and Biotechnology

Non- Teaching Staff Computer Training Programme

Feedback Form

Date: 1st March 2024

1. Name of the Staff

Leena Kamble

2. How would you rate the computer training course?

Poor

Good

Very Good

Excellent

3. Was the content of the course useful to you?

Yes

No

4. How would you rate the content of the Course?

Poor

Good

Very Good

Excellent

5. How would you rate the overall feedback of the Course?

Poor

Good

Very Good

Excellent

6. Would You want more such course to be conducted ?

Yes

No

Dr.Ambedkar College, Deekshabhoomi, Nagpur

Department of Biochemistry and Biotechnology

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Feedback Form

Date: 1st March 2024

1. Name of the Staff

Rohit Bheisare

2. How would you rate the computer training course?

Poor Good Very Good Excellent

3. Was the content of the course useful to you?

Yes No

4. How would you rate the content of the Course?

Poor Good Very Good Excellent

5. How would you rate the overall feedback of the Course?

Poor Good Very Good Excellent

6. Would You want more such course to be conducted ?

Yes No