



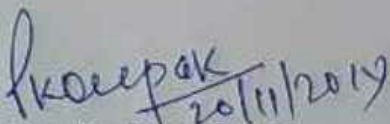
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### Reports on Workshop on "Hands on Training of MS-Office Tools"

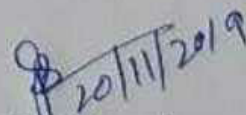
Date: 23/10/2019 to 25/10/2019  
Venue: IT Department

We are living in digital era. The world is moving with the advancement in technology. It is necessary for all to know about the basic computing skills. Keeping this point in mind, Department of IT, A.M.B.S. Mahavidyalaya, Amarapur has organized a training workshop/program specially for faculty members who are lacking behind in this field, at IT department lab from 1.00 PM to 3.00 PM w.e.f. 23/10/2019 to 11/10/2019 in the institution. The main goal of this workshop is to enhance our teaching faculties with the **MS-Office Tools** like word processing, spreadsheet and power-point, picture management etc. Total 13 faculty's members including guest faculty of this college have actively participated in the said workshop.

The workshop was inaugurated by Principal-in-charge of the college along with the speech by HOD-i/c, Department of IT and also convener of this workshop, During the whole workshop, faculties were again reminded what have learned from the last workshop and basics of word processing, spreadsheet and power-point including the overall management of the file. The faculty members are enhanced with all functionalities of MS-office tools so that everyone can handle the other administrative duty assigned such as handling academic and examination related works. On the last day, the workshop was presided over by the Dr. Pradeep Kr. Deepak, Principal-in-charge, A.M.B.S. Mahavidyalaya, Amarapur and certificate of participation was distributed to every participants.

  
20/11/2019

Dr. Pradeep Kr. Deepak Smt.  
Principal-in-charge  
A.M.B.S. Mahavidyalaya, Amarapur

  
20/11/2019

Shubha Rani Jamatia  
Convenor & HOD-i/c  
Department of IT