

**COMPUTER TRAINING OF ADMINISTRATION AND ACCOUNTS PERSONNEL
17-20TH FEB 2016**



While undertaking training need assessment, about fifty Administration and Accounts personnel had indicated the requirement of computer training in MS (Office) i.e. Word, Excel and Power point. Hence an in-house training of twenty personnel from Administration and accounts was organized from 17th Feb 2016 to 20th Feb 2016, under the capacity building programme to improve the efficiency of employees, in two batches of ten each. First batch of ten people in the forenoon session (10 am to 1 pm) and second batch in the afternoon session (2 pm to 5 pm). The training was held in the AKMU cell of the Institute and was organized with the help of staff of the AKMU cell. Sh. Arvind Verma, Sh. Ramesh Joshi and Sh. Mukesh Gehlot were the resource persons for this training programme. First topics were discussed using audio-visual aids and then practical training was given on computer itself. This training was well taken by all the participants and they learnt several new skills to use different computer programmes. The course material was given to each participant as soft copy on a pen drive.

After the end of training a feedback was collected from the participants. As per feedback, the training was widely liked by all the participants and everybody wanted this training to be of longer duration. All participants found this training to be very useful in the discharge of their duties.