



**Govt. D.B. Girls' P.G. College, Raipur- 492001 (C.G.)**  
**(An Autonomous College, affiliated to Pt. Ravishankar Shukla University,**  
**Raipur (C.G.)**

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### **A Report**

**Event Organized during 2015-16/2016-17/2017-18/2018-19/2019-20**

**Name of the Department: Department of Mathematics**

**Name/Title of the event: Computer Training Program for Office Staff 2018-19**

**Name of Collaborative Agency (if any):**

**Date of the event (From-To):**

**Level of the event (Department/College/State/National/International): College**

**Nature of event (in Collaboration or independent, If collaborative then name of collaborative agency):**

**Name of the Coordinator/Convener/Organizing Secretary) of the event: Dr. Madhu Shrivastava**

**Name of the organizing committee members: Dr. Madhu Shrivastava, Mrs. Rashmi Sengupta, Mrs. Kiran Dewangan**

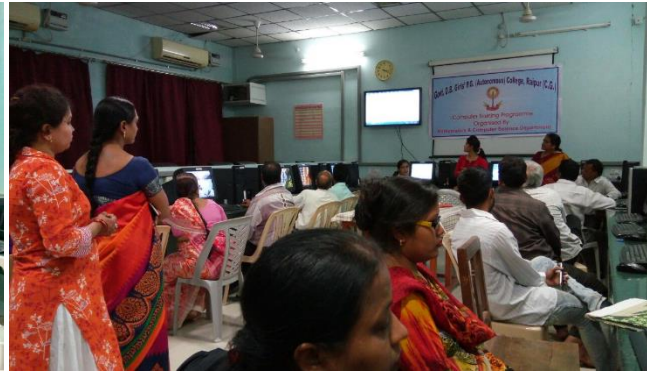
**Objective of the event: To train office staff to operate computer.**

**Number of participants: 15 (Office staff)**

**Outcome of the event (at least 250 words): Department organized a computer training program for college office staff for 10 days. It helps to enhance the Computer skills, which are a basic requirement for office work today. Training provides helps to staff to build job skills, which they can use in their work area .**

**Brochure of the event (Paste here):**

**Event photographs (Paste 2-3 photographs here):**



**Feedback from participants**

**Signature of Coordinator**

**Signature of Principal**