Event Schedule

Administrative Training Programme for Non-Teaching Staff Members
Organised by
IQAC, Naba Ballygunge Mahavidyalaya
Period: May 17-27, 2023

SessionDate	Module No. &Broad Title	Topics	Resource Person	Duration (in hrs)
May 17, 2023	I: Basics of Information Technology	Windows Operating System (Desktop)	Mr. Bhim Charan Dhauria	3
May 18, 2023	I:Basics of InformationTechnology	Basics of Android Operating System (Mobile)	Mr. Bhim Charan Dhauria	3
May 19, 2023	II: Microsoft Word	Basic of MS Word Formatting Documents	Dr. Ranjan Samanta	2
May 20, 2023	II: Microsoft Word	Page Layout and Printing Mail Merge and Reference	Dr. Ranjan Samanta	3
May 22, 2023	III: Microsoft Excel	Basic of MS Excel Formatting Cells	Dr. Ranjan Samanta	4
May 23, 2023	III: Microsoft Excel	Data Handling Formulas & Charts	Mr. Bhim Charan Dhauria	4
May 24, 2023	IV: Google Workspace	G-Mail Basics & Advanced	Mr.Anup Kumar Saha	2
May 25, 2023	IV: Google Workspace	Google Drive	Mr.Anup Kumar Saha	2
May 26, 2023	IV: Google Workspace	Google Meet &ContactsYoutube&Google Search	Mr.Anup Kumar Saha	3
May 27, 2023	V: Basics of Tally	Fundamentals of Tally.ERP9: Theory & Practical	Ms. Ujjaini Paul	4