



**One Week (Five Days)
Training Programme**
on
**Use of Information
Technology (IT) in Office
Procedures & Management**

20th-24th March 2023

Jointly organized by

**Internal Quality Assurance Cell
(IQAC)
&
ICT Cell**

**C.M.P. Degree College
(University of Allahabad)
Prayagraj**

About the College

The college was established in the year 1950 with a vision to contribute to the national development by providing quality education. The college is a co-educational institute and it has been associated to the University of Allahabad since its establishment and it became Constituent of the University of Allahabad in 2005 when the central status of the university was restored.

Objectives of the Programme

1. To educate about the use of ICT tools in Office procedures and management.
2. To provide training of ICT tools.

Resource Persons

Mr. Ashutosh Mishra

Assistant Professor, Department of Computer Application, C.M.P. Degree College, Prayagraj.

Schedule of the Programme

| Day & Date | Topic |
|-------------------------|---|
| Monday 13.03.2023 | Basic fundamentals of IT |
| Tuesday 14.03.2023 | Hand-on Training of MS Word |
| Wednesday 15.03.2023 | Hand-on Training of MS Excel |
| Thursday 16.03.2023 | Hand-on Training of MS PowerPoint |
| Friday 17.03.2023 | Training of use of ICT tools in office procedures |



Chief Patron

Ch. Jitendra Nath Singh

Chairperson, Governing Body
C.M.P. Degree College, Prayagraj

Patron

Prof. Ajay Prakash Khare

Principal
C.M.P. Degree College, Prayagraj

Convener

Dr. Sarita Srivastava

Coordinator, IQAC &
Convener, ICT Cell

Organizing Secretary

Dr. Govind Gaurav
Co-Convener, ICT Cell

Target Group

1. Non-IT-enabled Non-teaching Staff
2. Non-Teaching Staff (seek to advance their IT Skill)

Registration

There is no registration fee.

All the concerned members of the target group are required to register for the Training Programme through Google form latest by 10th March 2023.

Link of Google form is given below:

<https://forms.gle/QGcmymasc9Pg2BY8>

Seats

Seats are limited, hence early registration is recommended.

Certificate

Certificate will be provided to all participants after successful completion of the Training Programme.

Venue

ICT Cell, C.M.P. Degree College,
Prayagraj

Timing

3:00 PM to 5:00 PM

