SWAMI VIVEKANAND GOVT. COLLEGE GHUMARWIN

Affiliated to Himachal Pradesh University Shimla
(File No. 1-128/94-HPU (Acad.) Vol.-III

Website: www. https://gcghumarwin.org.in/e-mail: gcghumarwin-hp@nic.in
Phone No.01978255551
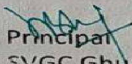
6.5.3 Development programmes for support staff

NOTICE

Dated: 12-02-2019

BCA Department of this college is going to organise one day training program for college staff (teaching and non teaching) on 15-02-2019 as per the schedule given below:

SN	Staff	Topic	Time	Name of Resource Persons
1	Teaching	Data Analysis using SPSS & Excel	11.00 to 1.00 PM	Astt. Prof. Rohit Verma
2	Non-Teaching		2.00 to 4.00 PM	Astt. Prof. Ajay Kumar

Venue: IT Lab Room No-220

Principal
SVGC Ghumarwin

Coordinator
IQAC
SVGC Ghumarwin,
Distt. Bilaspur (HP)

REPORT

Event: One day training program

Venue: IT Lab Room No. 220

Date: 15-02-2019

SN	Staff	Topic	Time	Name of the Resource person	Number of participants
1	Teaching	Data Analysis using SPSS and Excel	11:00 AM to 1:00 PM	Astt. Prof Rohit Verma	26
2	Non- Teaching		2:00 to 4:00 PM	Astt. Prof. Ajay kumar	8

One day training program for college staff was organized by IT & BCA Department to introduce Excel for Data Analysis.

Topics covered:-

1 Introduction to Data Analysis using Excel

2 Formulas for Complex Calculations

3 Data Analysis using Charts

Conclusion: - Training and development program are important for an organization to develop the employee. When employees in an organization developed from time to time with all updated knowledge then definately that organization will grow to a greater height.

Resource Person

Coordinator
IQAC
SVGC Ghumarwin,
Distt. Bilaspur (HP)

Principal
SVGC Ghumarwin Bilaspur