

REPORT

On
One Week Training Session

On the Title:

“Computer Literacy”

For administrative staff

Date: (2nd -12th) May2023

Venue: Computer lab: 02, Room 101, LPCPS


Email: Resrchcellpcps@gmail.com

Introduction: The purpose of this report is to provide an overview of the one-week training session for administrative staff on computer literacy. The training was conducted from May 2, 2023, to May 11, 2023, and was aimed at improving the computer literacy skills of the administrative staff. The training covered various topics such as basic computer skills, Microsoft Office Suite, ERP, internet browsing, email etiquette, Administrative Assistance Skill and cybersecurity.

Training Program: The training program was well-structured and organized, with a good balance between theoretical sessions and practical exercises. The first two days of the training focused on basic computer skills such as using the mouse, keyboard, and navigating the desktop. The trainers were patient and took time to explain the concepts in a way that was easy to understand.

The third and fourth days were dedicated to the Microsoft Office Suite, including Word, Excel, and PowerPoint. The trainers demonstrated various functions and features of the software and then allowed the participants to practice on their own. Participants were encouraged to ask questions, and the trainers were available to provide individual assistance when needed.

The final day of the training covered internet browsing, email etiquette, and cybersecurity. The trainers emphasized the importance of safe browsing habits and gave tips on how to avoid online


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Vinamra Khand, Ghatinagar, Lucknow

Report on 1 week STP_Computer Literacy

scams and phishing attacks. The session on email etiquette was particularly useful, as the administrative staff regularly communicate using computer. The trainers provided guidelines on how to Hands on Various Computer Application.

Speakers of the seminar were as follows:

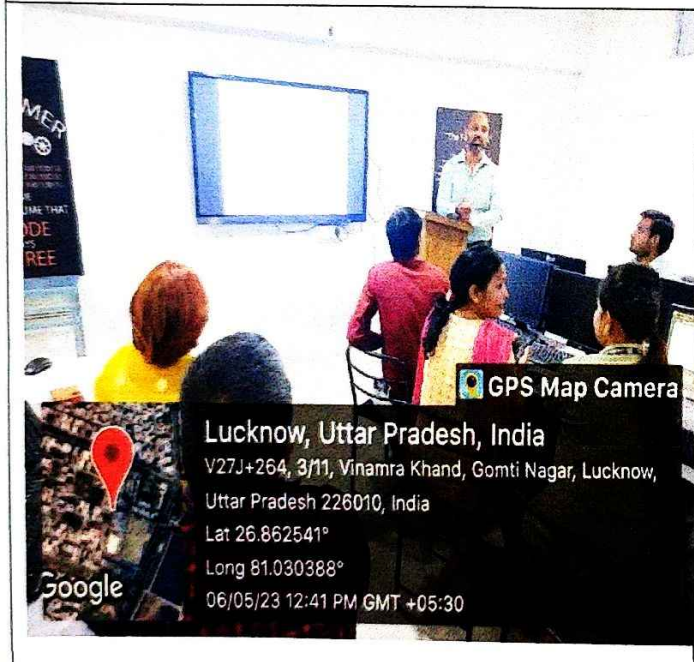
1. Dr A.K Rai, Associate Professor, Dept. Of Computer Science, LPCPS
2. Mr. Ajay Gupta, Associate Professor, Dept. Of Computer Science, LPCPS
3. Dr. Ashish Kaushal, Associate Professor, Dept. Of Commerce, LPCPS
4. Mr. Rohit Kapoor, Assistant Professor, Dept. Of Computer Science, LPCPS
5. Ms. Saloni Agarwal, Assistant Professor, Dept. Of Management, LPCPS
6. Mr. Shivendra Singh, Assistant Professor, Dept. Of Commerce, LPCPS
7. Mr. Rohit Kapoor, Assistant Professor, Dept. Of Computer Science, LPCPS
8. Ms. Rashmi Sachan, Assistant Professor, Dept. Of Commerce, LPCPS

Shared below are a few pictures from the event/ STP:



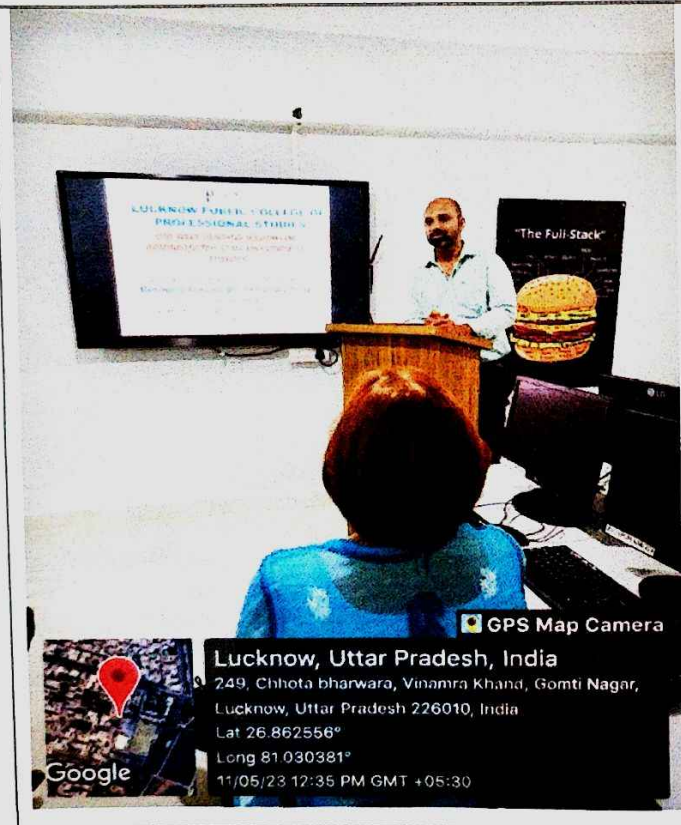
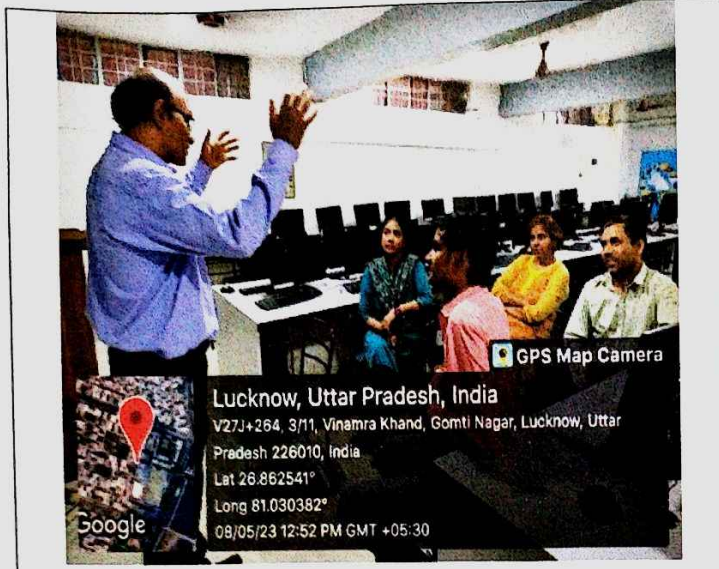
Abhishek
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomti Nagar, Lucknow

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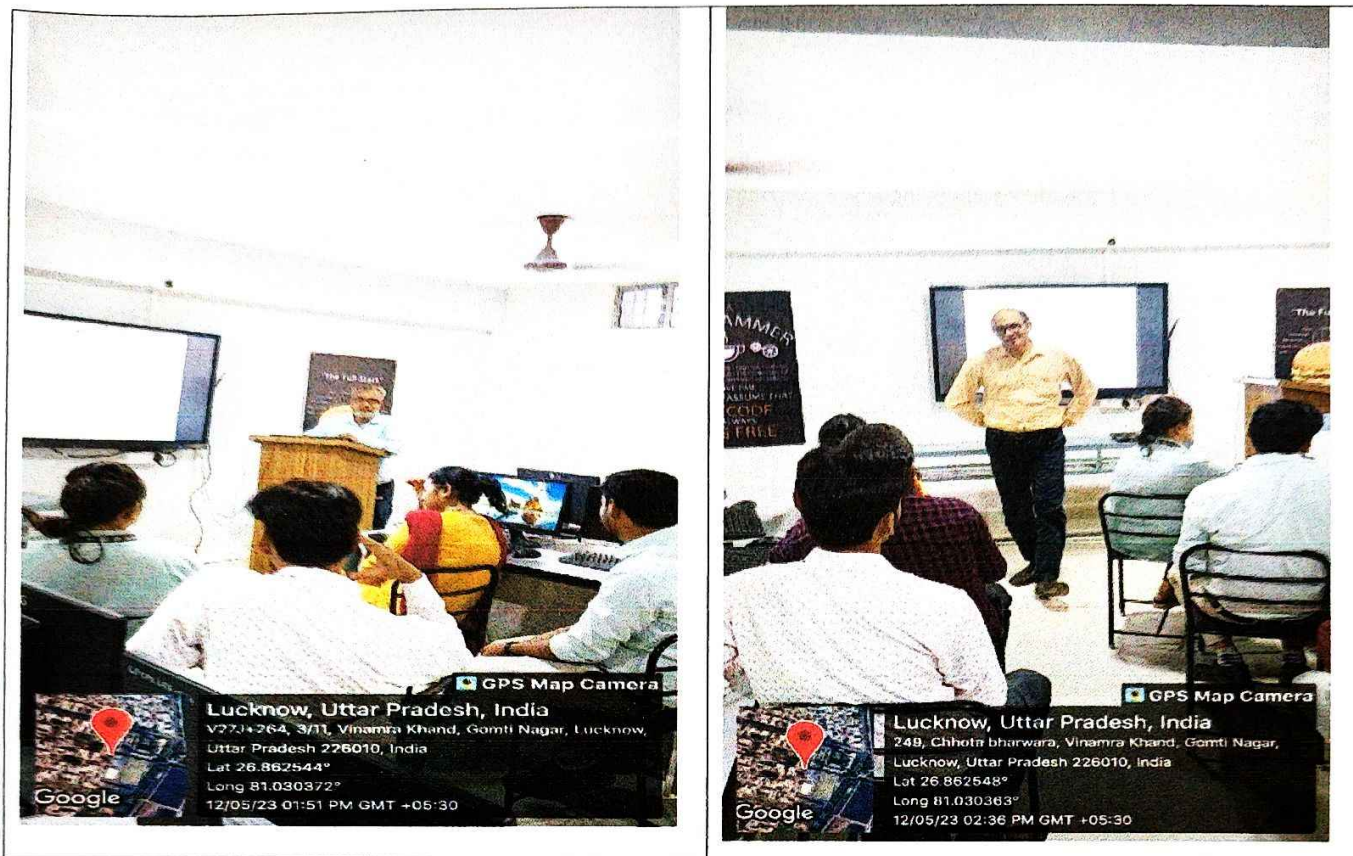
Aradhya
 Principal
 Lucknow Public College of Professional Studies
 Vinamra Khand, Gomti Nagar, Lucknow

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Arvind
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

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Feedback: At the end of the training, participants were asked to provide feedback on the program. The feedback was overwhelmingly positive, with participants noting that they had learned a lot and felt more confident using computers. Some of the feedback received included:

- "The training was very helpful, and I now feel more comfortable using computers."
- "The trainers were patient and knowledgeable, and they made the learning process enjoyable."
- "The session on email etiquette was particularly useful, and I will apply the tips in my daily work."




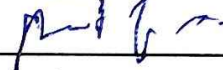



Conclusion: Overall, the one-week training session for administrative staff on computer literacy was a success. The training provided a solid foundation in basic computer skills and the Microsoft Office Suite, as well as valuable knowledge on internet browsing, email etiquette, and cybersecurity. The administrative staff left the training feeling more confident and equipped to use computers in their daily work.

Aravind
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

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ATTENDANCE SHEET

TRAINING SESSION FOR ADMINISTRATIVE STAFF ON COMPUTER LITERACY

SESSION: I	BASIC COMPUTER SKILL FOR WORKPLACE		
DAY: I		DATE	:02/05/2023
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Neelam Kanaujia	Librarian	
2	Dungesh Varish	BRANCH SUPERVISOR	
3	Akanksha Rastogi	Librarian	
4	Satish Yadav	Lab. assist	
5	Puneet Kumar S/N	Jr. Accou	
6	NAGENDRA PRATAP	Asst. Registrar	
7	Shashi Mishra	Sr. Accountant	
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SESSION:2	TIME AND TASK MANAGEMENT		
DAY: 1		DATE	: 02/05/2023
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Noelam Khan	Librarian	[Signature]
2	Dungesh Varsh	BRANCH SUPERVISOR	[Signature]
3	Akanksha Rastogi	P-R. Executive	[Signature]
4	Satish Yadav	lab. assist.	[Signature]
5	NAGENDRA PRATAP	Asst. Registrar	[Signature]
6	Puneet Kumar Singh	Jr Accountant	[Signature]
7	Shashi Mishra	Sr. Accountant	[Signature]
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SESSION: 1	HOW TO PLAN WITH COMPUTER		
DAY: 2		DATE	:03/05/2023
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Ms. Akanksha Rastogi	P.R Executive	<i>[Signature]</i>
2	Neelesh Kumar Singh	Librarian	<i>[Signature]</i>
3	Satish Yadav	lab. assist	<i>[Signature]</i>
4	NAGENDRA PRATAP	Assst. Registrar	<i>[Signature]</i>
5	Punooj Kumar Singh	Jr. Account	<i>[Signature]</i>
6	Durgesh Verma	IBRACH Supervisor	<i>[Signature]</i>
7	Shashi Mishra	Sr. Accountant	<i>[Signature]</i>
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Lucknow Public College of Professional Studies
Vindhyapuri, Gomtinagar, Lucknow

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SESSION:	2	CHANGE MANAGEMENT	
DAY:	2	DATE	:03/05/2023
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Neelam Kachariya	Librarian	
2	NAGENDRA PRATAP	Asst. Registrar	
3	Akanksha Rastogi ^o	P.R. Executive	
4	Satish Yadav	Lab. assist	
5	Puneet Kumar S/L	Jr. Accoun	
6	Durgesh. Verma	BRACH Supervisor	
7	Shapli Mishra	Sr. Accountant	
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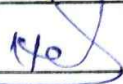

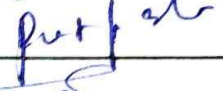



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TRAINING SESSION FOR ADMINISTRATIVE STAFF ON COMPUTER LITERACY

SESSION: 1 MANAGE RISK, RESPONSIBILITIES & TEAMWORK

DAY: 3 DATE : 6/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Neelam Kaur	Lab. assist.	
2	Shashi Mishra	Sr. Accountant	
3	Puneet Kumar Singh	Jr. Acc. Asst.	
4	Satish Yadav	lab. assist.	
5	Akanksha Rastogi	P.R. Executive	
6	NAGENDRA PRATAP	Asst. Registrar	
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Lucknow Public College of Professional Studies
Vinodra Khand, Comptroller, Lucknow

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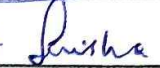
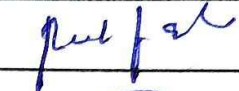


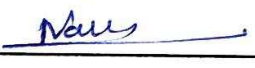

TRAINING SESSION FOR ADMINISTRATIVE STAFF ON COMPUTER LITERACY

SESSION: 2 TRAINING ON MICROSOFT OFFICE

DAY: 3

DATE



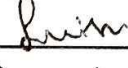
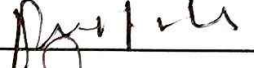

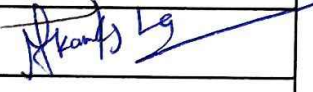
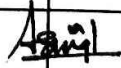
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Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Neelam Kanaujia	Librarian	
2	Shashi Mishra	Sr. Accountant	
3	Puneet Kumar Saha	Dr. Acc. +	
4	Satish Yadav	Lab. assist.	
5	Akanksha Rastogi	P.R. Executive	
6	NAGENDRA PRATAP	Asst. Registrar	
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23			Lucknow Public College of Professional Studies
24			Vinayika Khand, Coordinator, Lucknow
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SESSION:	1	MANAGING INTERRUPTION.	
DAY:	4	DATE	: 8/05/2023
Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Satish Yadav	Lab. assist.	
2	NAGENDRA PRATAP	Asst. Register	
3	Shashi Mishra	sr. Accountant	
4	Puneet Kori Sults	Jr. Officer In-charge	
5	Neelam Kanawjia	Librarian	
6	Akanksha Rastogi	P.R Executive	
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SESSION: 2 ADMINISTRATIVE ASSISTANCE SKILL

DAY: 4 DATE : 8/05/2023

Sr. No. NAME OF PARTICIPANTS DESIGNATION SIGNATURE

1 Satish Yadav Lab. assist. Sa

2 NAGENDRA PRATAP ~~Asst. Registrar~~ Registrar Nagesh

3 Shashi Mishra Sr. Accountant Sush

4 Poojit Kumar S/o Jr. Accountant Poojit Kumar

5 Neelam Jaiswara Librarian Neelam

6 Akanksha Rastogi P.P. Executive Akanksha

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TRAINING SESSION FOR ADMINISTRATIVE STAFF ON COMPUTER LITERACY

SESSION:]

DAY: 5

DATE

: 10/05/2023

Sr. No.

NAME OF PARTICIPANTS

DESIGNATION

SIGNATURE

1

Ms. Akanksha Rastogi

P.R. Executive

2

Salish Yadav

Lab. asst.

3

Ramesh Kumar

Dr. Asst.

4

Nagendra Pralap

Asst. Riq.

5

Shashi Mishra

Sr. Asst.

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Asst.

Principal
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TRAINING SESSION FOR ADMINISTRATIVE STAFF ON COMPUTER LITERACY

SESSION: 2

DAY: 5

DATE

: 10/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	SIGNATURE
1	Ms. Akanksha Rastogi	P.R. Executive	[Signature]
2	Mr. Satish Yadav	Lab. assist.	[Signature]
3	Amrit Kumar Singh	Jr. Asst.	[Signature]
4	Nagendra Pratap	Assist Reg.	[Signature]
5	Shashi Mishra	Jr. Asst.	[Signature]
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Principal
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Vineeta Khand, Gomti Nagar, Lucknow

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TRAINING SESSION FOR ADMINISTRATIVE STAFF ON COMPUTER LITERACY

SESSION: 1

DAY: 6

DATE

: 11/05/2023

Sr. No.

NAME OF PARTICIPANTS

DESIGNATION

SIGNATURE

1

Ms. Akanksha Rastogi

P.R. Executive

2

Santosh Yadav

Lab. asst.

3

Rohit Kumar

Sr. Asst.

4

Nagendra Prasad

Asst. Rtg.

5

Shashi Mishra

Sr. Asst.

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Asst.

Principal
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TRAINING SESSION FOR ADMINISTRATIVE STAFF ON COMPUTER LITERACY

SESSION: 2

DAY: 6

DATE

: 11/05/2023

Sr. No.

NAME OF PARTICIPANTS

DESIGNATION

SIGNATURE

1

Ms. Akanksha Rastogi

P.R. Executive

[Signature]

2

Salish Yadav

Lab. asst.

[Signature]

3

Ronit Kumar

Jr. Asst.

[Signature]

4

Nagendra Prasad

Asst. Rtg.

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Shashi Mishra

Sr. Asst.

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Vikarna Road, Gomti Nagar, Lucknow

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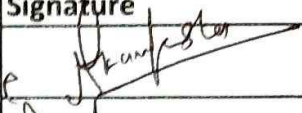



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Training for Administrative staff on Computer Literacy.

SESSION: 1

DAY: 7

DATE: 12/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	Signature
1	Akanksha Rastogi	P.P. Executive	
2	Ankur Verma	BMC Lab Assis	
3	Noelam Khatun	Librarian	
4	Satish Yadav	Assist.	
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Training For Administrative Staff on Computer Literacy.

SESSION: 2

DAY: 7

DATE: 12/05/2023

Sr. No.	NAME OF PARTICIPANTS	DESIGNATION	Signature
1	Akanksha Rastogi	P.R. Executive	<i>[Signature]</i>
2	Satish Yadav	Lab. asst.	<i>[Signature]</i>
3	Puneet Kumar S/N	Jr. Asst.	<i>[Signature]</i>
4	Neelam Kanawlia	Librarian	<i>[Signature]</i>
5	Ankur Verma	B.T.M. Lab Asst.	<i>[Signature]</i>
6	Nagendra Pratap	Asst. Registrar	<i>[Signature]</i>
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Lucknow Public College of Professional Studies
Vidya Khand, Ghatigaon, Lucknow