LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

Ref.: LPCPS/PRINCIPAL/22-23/.05/.01)—A

Date: 01.05.2023

NOTICE

This is to inform the Administrative Staff of the college that the Research and Project Development Committee is organizing one week **"TRAINING SESSION FOR ADMINISTRATIVE STAFF ON COMPUTER LITERACY"** from May 2nd to May 12th, 2023 in the Basement Computer Lab, Block A, for further details kindly refer to the brochure attached to this notice.

Everyone must ensure their presence. You can also contact the Research and Project Development Committee for any query.

Prof. (Dr.) Anil Singh,

Principal, LPCPS

Principal
Lucknow Public College of Professional Stud...
Vinamra Khand, Gomti Nagar, Lko.

Copy to:

- Director, IQAC
- Dean Academics
- HOD(s): All Departments
- Academic Coordinator(s)
- All faculty members
- All notice Boards

![LPCPS — Lucknow Public College of Professional Studies logo]

ONE WEEK

"TRAINING PROGRAM ON COMPUTER LITERACY"

(For Administrative Staff)

Organized by

Internal Quality Assurance Cell

(IQAC)

LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES
(LPCPS)
(Affiliated to University of Lucknow)
Vinamra Khand, (Near Kathauta Lake)
Gomti Nagar, Lucknow

Date: May 02, 2023- May 12, 2023
Time: 11:00 AM onwards

Principal
Lucknow Public College of Professional Studies
Lucknow

Speaker of One Week Training Program for Administrative Staff on Computer Literacy 2nd -12th May 2023

S.N.	Name of Speaker	Designation	Institutions	Discipline	Topics
1.	Mr. Ajay Gupta	Assistant Professor	LPCPS	Computer Science	1. Basic computer Skill for Workplace 2. Training on Microsoft Office 3. Hands on Various Computer Application
2.	Mr. Rohit Kapoor	Assistant Professor	LPCPS	Computer Science	1. Time and Task Management 2. ERP 3. Hands on Various Computer Application
3.	Dr. Anand Kumar Rai	Associate Professor	LPCPS	Computer Science	1. How to Plan with Computer 2. Database Management
4.	Dr. Ashish Kaushal	Associate Professor	LPCPS	Management	1. Administrative Assistance Skill
5.	Mr. Shivendra Singh	Assistant Professor	LPCPS	Commerce	1. Manage Roles, Responsibility and teamwork 2. E- mail Etiquettes & Management
6.	Ms. Saloni Agarwal	Assistant Professor	LPCPS	Management	1. Change Management 2. Managing Interruptions
7.	Ms. Rashmi Sachan	Assistant Professor	LPCPS	Commerce	1. Basics of E-mail Correspondence

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

One Week Training Program for Administrative Staff on Computer Literacy

2nd-12th May 2023

Venue: Basement Computer lab, LPCPS Campus

Day 1 (Schedule): 02nd May, 2023 (Tuesday)

Time	Speaker	Title of the Lecture
11:00-11:15	Inaugural	
11:15–1:15	Mr. Ajay Gupta	Basic computer Skill for Workplace
1:15 –1:30	Break	
1:30–3:30	Mr. Rohit Kapoor	Time and Task Management

Day 2 (Schedule): 03rd May, 2023 (Wednesday)

Time	Speaker	Title of the Lecture
11:00-1:00	Mr. Rohit Kapoor	How to Plan with Computer
1:00–1:15	Break	
1:15 –3:30	Ms. Saloni Agarwal	Change Management

Day 3 (Schedule): 06th May, 2023 (Saturday)

Time	Speaker	Title of the Lecture
11:00-1:00	Mr. Shivendra Singh	Manage Roles, Responsibility and teamwork
1:00–1:15	Break	
1:15 –3:30	Mr. Ajay Gupta	Training on Microsoft Office

Day 4 (Schedule): 08th May, 2023 (Monday)

Time	Speaker	Title of the Lecture
11:00-1:00	Dr. Anand Kumar Rai	Managing Interruptions
1:00–1:15	Break	
1:15 –3:30	Dr. Ashish Kaushal	Administrative Assistance Skill

Day5 (Schedule): 10th May, 2023 (Tuesday)

Time	Speaker	Title of the Lecture
11:00-1:00	Mr. Rohit Kapoor	ERP
1:00–1:15	Break	
1:15 –3:30	Dr. Anand Kumar Rai	database Management

Day6 (Schedule): 11th May, 2023 (Wednesday)

Time	Speaker	Title of the Lecture
11.00-1:00	Mr. Shivendra Singh	E- mail Etiquettes & Management
1:00–1:15	Break	
1:15 –3:30	Ms Rashmi Sachan	Basics of E-mail Correspondence

Day 7 (Schedule): 12th May, 2023 (Thursday)

Time	Speaker	Title of the Lecture
11:00-1:00	Mr. Ajay Gupta	Hands on Various Computer Application
1:00–1:15	Break	
1:15 –3:30	Dr. Anand Kumar Rai	Hands on Various Computer Application
1:15 –1:30	Valedictory Session	

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(Affiliated to University of Lucknow)

TRAINING PROGRAM

This is to certify that

Ms. Neelam Kanaujia

Administrative Staff of Lucknow Public College of Professional Studies, Lucknow has successfully participated in the one week Training Program for Administrative Staff on "Computer Literacy" organized by Lucknow Public College of Professional Studies, Vinamra Khand, Gomti Nagar, Lucknow, India from 2nd to 12th May, 2023.

Garima

Mrs. Garima Singh
Director, LPCPS

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

Prof. (Dr.) Anil Singh
Principal, LPCPS

Prof. (Dr.) Laxmi Shankar Awasthi
Dean Academics, LPCPS

Website: www.lpcps.org.in

Email: rsrchcelllpcps@gmail.com

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This is to certify that

Mr. Nagendra Pratap

Administrative Staff of Lucknow Public College of Professional Studies, Lucknow has successfully participated in the one week Training Program for Administrative Staff on "Computer Literacy" organized by Lucknow Public College of Professional Studies, Vinamra Khand, Gomti Nagar, Lucknow, India from 2nd to 12th May, 2023.

Garima

Mrs. Garima Singh
Director, LPCPS

Asingh

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

Prof. (Dr.) Anil Singh
Principal, LPCPS

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Prof. (Dr.) Laxmi Shankar Awasthi
Dean Academics, LPCPS

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This is to certify that

Mr. Satish Yadav

Administrative Staff of Lucknow Public College of Professional Studies, Lucknow has successfully participated in the one week Training Program for Administrative Staff on "Computer Literacy" organized by Lucknow Public College of Professional Studies, Vinamra Khand, Gomti Nagar, Lucknow, India from 2nd to 12th May, 2023.

Garima

Mrs. Garima Singh
Director, LPCPS

Asingh

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

Prof. (Dr.) Anil Singh
Principal, LPCPS

_AS_

Prof. (Dr.) Laxmi Shankar Awasthi
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TRAINING PROGRAM

This is to certify that

Ms. Shashi Mishra

Administrative Staff of Lucknow Public College of Professional Studies, Lucknow has successfully participated in the one week Training Program for Administrative Staff on "Computer Literacy" organized by Lucknow Public College of Professional Studies, Vinamra Khand, Gomti Nagar, Lucknow, India from 2nd to 12th May, 2023.

Garima

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Mrs. Garima Singh
Director, LPCPS

Asingh

_____
Prof. (Dr.) Anil Singh
Principal, LPCPS

AS

_____
Prof. (Dr.) Laxmi Shankar Awasthi
Dean Academics, LPCPS

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

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