

Report on professional development and the administrative training programme organized by the Department of Computer from 17.07.2017 to 18.07.2017

The Department of Computer, Lumding college had organized a two day long workshop comprising administrative training programme meant exclusively for the non-teaching staff who are entrusted with the routine task of preparing salary bill. The programme was organized in collaboration with Hojai District treasury from 17.07.2017 to 18.07.2017. The experts from Hojai treasury had demonstrated to the participants with online salary bill module such as Bill forms, pay bill generations, adding and removal of employees, editing pay bill etc. They also answered all FAQs put to them by the participants. The total No. of participants from the college were ten including the three employees actively involved in the online salary bill preparations, besides many other from outside.



**Report on the training programme conducted by the Dept. of Computer on
11th of April, 2017**

Keeping in mind the increasing need for acquaintance with the fundamentals of information technology and its application in all spheres of administrative and academic activities of the institution, the IQAC of the college had directed the Dept. of Computer to organise a workshop comprising training programmes on the professional and administrative development on 10th and 11th of April, 2017. The two-day long training schedule included a brief survey of OS and revision of MS Office applications such as MS Word, MS Power point and MS Excel. Some advanced features of these applications were taken up for detailed discussion. The participants were allowed to handle the PCs installed in the Dept. The participants made use of the opportunity to clarify their doubts. On the second day of the training, some discussions on the web browsing, email were taken up. One of the instructors briefed the participants on LAN technology already in use in the institution. Some basics and useful tips in using the MS office package were distributed through the hand outs. In fine the training programme turned out to be user friendly and informative.

**Report on Computer training programme on professional development and
administrative training organized on 05.12.2016**

In order to make the employees of the college feel at home in handling desktop PC's and the applications in the office administration, the Department of computer of Lumding College had organized a one day training programme on 05.12.2016 in the college premise. The primary focus of the training was on the application of MS Excel- the most powerful tool in the office administration. As the trainees were already familiar with the basics of MS Excel, instructors proceeded to the most advanced features of the application. Some of them involved using chart wizard, creation of different types of charts, shortcuts of Excel, printing of Select areas of a worksheet and a work books etc. The participants were also trained to use and manipulate tables, merging cells and columns and their justification. Besides, exclusive focus was laid on the uses of formula for addition and subtraction. At the close of the programme the participants were able to handle the MS Excel application by themselves with full ability to tailor the same to suit their necessity. The programme ended with vote of thanks from the participants

Report on Computer training programme held on 1st and 2nd August 2015

The department of computer of Lumding College had conducted a two day long training programme for the employees of the college. The training programme aimed at equipping the participants with subtle knowledge of the same indispensable applications often used at home and work places. On the first day a brief overview of the previous learning was made to ascertain their skill in handling the Microsoft applications. The subsequent day's schedule included some key features of MS word- such as using and manipulating tables, inserting and deleting of rows and columns, multilingual typing in the same text, shortcut to various applications in MS word, copying and moving text between two different documents, formatting pages, merging the document using bullets, inserting page numbers, Header and Footer, etc. Infine the training proved to be result oriented as the feedback from the trainees substantiated .

Report on professional development and administrative training programe held on 24.04.2015

In continuation with its ongoing training schedule, the Dept. of Computer science had organized a training programme for both teachers and office employees of the college on 24.04.2015 with chief focus on the basic of MS PowerPoint and Windows XP and the advanced version of windows 8. A good number of participants took active part in the training programme. In the morning session elaborate theoretical and practical methods were used to familiarize the participants with slide show. Such as slide transitions, manual and automatic slide advance, display timings, color schemes and printing slides and handouts.

In the post-lunch session the teachers introduced the participants to windows XP. They introduced the participants with basic desktop features viz My computer, My Documents, files and folders, Copying and Moving of files, renaming and deleting features and launching and closing an application. They were exclusively trained the setting up/ changing the taskbar items such as Date, Time and Volume etc.

The trainees were given ample opportunities to handle the P.C's and find and sort out for themselves ambiguities if any.

Report on professional development and Administrative Training Programme held on 14.09.2014

As part of its ongoing training schedule, The Dept. of computer, Lumding College held a workshop comprising a training programme for both the teaching and non teaching staff of the college on 14-09-2014 in the computer dept. Total no. of 5 teaching and 4 office staff participated in the programme which focused on the fundamentals of MS Power Point and its application in academic activities, seminar, workshop etc. At the outset the trainees were given an idea of creating a new presentation and opening an existing presentation having become familiar with these steps they proceed to editing and saving a presentation, formatting presentation with still layout, slide design, slide background design etc. Sample slides and some presentations were given to them for obtaining some helpful tips for effective presentation. The programme was rounded off by evening after the display of presentations by the participants. More tips to improve the presentations were suggested by the instructor.

Report on professional development programme organized for teaching staff and the administrative training programme organized by the Department of Computer on 11.12.2013

The department of computer of Lumding College is committed to equipping all members of teaching and non-teaching community with adequate knowledge of the recent trends and the up gradation in the field of information technology. In the workshop held on 11.12.2013, the main focus was on the basic of the internet and web-browsing. Having become familiar with MS word and excel, the trainees felt quite at home in handling a PC. The instructor started explaining the basics of internet such as DNS, World Wide Web, web browsers, URL, e-mails and e mail address and elaborated on internet explorer. The main objective of the course was to create an ability to conduct basic operations required to use internet and e mail independently. While explaining the URL, the teachers explained the concept of

hypertext transfer protocol (HTTP). They also explained in detail about hyperlink, buttons, forms etc.

Thus by the end of the day, the trainees were already familiar with the fundamentals of internet and its application in day to day activities. A total nos. of 9 teachers and 02 office staff were benefitted directly by the programme.

Report on professional development programme organized for teaching staff and the administrative training programme organized on 05.05.2013

In continuation with the ongoing training programmes in the college, the Dept. Of Computer, Lumding College had organized a one day workshop to impart some basic knowledge of the user friendly applications under Microsoft. The target participants were seven teachers and four non-teaching staff of the college. The trainer focused chiefly on Ms. Excel for the beginners.

The venue was the computer department of the college where the participants had access to the PCs. The training programme chiefly dealt with Microsoft Excel and its main features such as essential worksheet operations, cell and ranges, tables and using and creating templates etc. During the post lunch session, the instructor dwelt elaborately on analyzing data with excel and programming excel with VBA, features exclusively meant for advanced learners. The programme concluded with the distribution of basic guidelines for the M.S. Excel users.

Report on professional development programme organized for teaching staff and the administrative training programme organized for non-teaching staff on 6th and 7th November, 2012

Keeping in mind the increasing demand for acquirement of basic knowledge in information technology and the basics of computer application, the Department of computer science had organized a professional development programme for

teaching staff of the college and the administrative training programme for non-teaching staff in the department of computer science from 06.11.2012 to 07.11.2012 .

A two day long programme aimed at imparting basic and functional knowledge of handling desktop P.Cs. The first day of the programme dealt with Microsoft word and its fundamentals. Both the teachers and the non-teaching staff were trained how to create word documents, format and print them. They were also trained in using styles and complex formatting, find and replace spelling, grammar and word count etc. The Professors from the Dept. of Computer also focused on the rudiments of MS Word like auto-text, Captions, book mark and fields etc. The second day of the programme mostly concentrated on the revision of the previous day's course and the participants were allowed to practice on the PC. In the second half, the instructors dwelt on using graphical elements, mail-merging, customizing word, linking and embedding objects. Around 14 teachers and 5 non-teaching staff derived benefit from the programme.