



NIRMALA

COLLEGE OF PHARMACY

Nirmala Hills, Muvattupuzha P.O,
Ernakulam district, Kerala, India - 686 661

REPORTS ON ADMINISTRATIVE TRAINING PROGRAMS DURING ACADEMIC YEAR 2022-2023 INDEX

SL.NO	DATE	PROGRAM
2022-2023		
1	23/08/2022-29/09/2022	Computer programme training (M S Excel and M S Word)





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TRAINING ON COMPUTER PROGRAMMES

One month Computer training programme were conducted for the non-teaching staffs from 23/08/2022 to 29/09/2022 at 2.00 pm -4.00 pm. The course include the basic classes on MS Excel and MS Word .Classes were conducted by the communication department faculties, Mr. Jobin Baby and Ms. Athira James. Through this they could develop their computer usage skills and it will further enhance the smooth functioning of labs as well as office.



Introduction on M S Excel and M S Word by Mr. Jobin Baby to the Non-teaching staffs



+91485-2836888
info@nirmalacp.org
www.nirmalacp.org

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Participants Name:

Sl.No	Name of participants
1.	Bindumol P C
2.	Saloosh George
3.	Anil Jose
4.	Salomy Reji
5.	Jose Mathew
6.	Sijo Francis
7.	Shijo George
8.	Jolly Joseph
9.	Vinse Michael
10.	Melby Sunny
11.	Dino Xavier
12.	Reji P S
13.	Annie Thomas
14.	Arunya Saji
15.	Lincy Joy
16.	Jisha T G





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Date : 21/08/2022

Circular

All non-teaching staff members are hereby informed that the one month **Computer Training programme** will be starting from **23/08/2022** to till **29/09/2022**. The classes will be at the computer lab in new block from **2.00 pm** to **4.00 pm**.



G. Badmanaban

Dr. BADMANABAN. R
PRINCIPAL
Nirmala College of Pharmacy
Muvattupuzha, Ernakulam (Dist.)
Kerala - 686 661

PRINCIPAL





Nirmala College of Pharmacy Muvattupuzha

Computer Training Programme

Date: 23/8/2022-29/9/2022

Venue: New block computer lab

Time: 2pm-4pm



Resource Persons

Ms. Athira James

Assistant Professor, NCP

Mr.. Jobin Baby

Assistant Professor, NCP



Organised by
Staff and student welfare committee, NCP





Subject.....

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