

Report of Capacity Building Training Program in MS Excel and MS Office

Activities about “Capacity Building Training program in MS Excel and MS Office” has been conducted by IQAC for Non-Teaching staff of the University, for the overall improvement of skills of university employees on 28th august 2018 in Senate Hall.

Number of Trainees:- 40

Time	Activity
10.30 -11.30	Training of MS-Excel is given by Veenu Mor, Programmer, IQAC
11.30 -11.40	Tea Break
11.45 -12.45	Training of MS-Word is given by Veenu Mor, Programmer, IQAC
12.45 -1.00	<ul style="list-style-type: none">• Question Answer Session• Multiple Choice Question sheet had been given to trainees for their self assessment.• Short Study material had been provided to trainees
1.00-1.15	Certificate Distribution by Mr. Guldeep Singh, System Administrator, IQAC



Certificate of Training



This Certifies that

has participated in the

Capacity Building Training program in MS Excel and MS Office

Conducted By

Internal Quality Assurance Cell, Panjab University, Chandigarh on

August 28, 2018

Professor M Rajivlochan
Director, IQAC

Guldeep Singh
System Administrator, IQAC

Veenu Mor
Programmer, IQAC

ATTENDANCE SHEET

Subject: Capacity Building Training Program in MS Excel & MS Office organized by IQAC
Cell on 28th August 2018, in the Senate Hall. (10:30 AM to 1:00PM)

S.No	Name of the Registered Trainee	Designation	Department	Contact. No	Signature
✓ 1	Harchand Singh	Peon	DES, MDRC	9023518461	Harchand Singh
✓ 2	Ramita	Clerk	Accounts (S- V)	8146082163	Ramita
3	Davinder Singh	Clerk	IQAC	9478683320	-Ab- Singh
✓ 4	Rajni Mehta	Clerk	Budget	9855781591	Rajni Mehta
5	Sunil Kumar	Peon	IQAC	8427642661	Sunil
6	Ashok Yadav	Clerk	IQAC	9988422114	Ashok
✓ 7	Ashu Verma	Sr. Asst.	Accounts (Bud)	8283809624	Ashu Verma
✓ 8	Krishan Lal	Sr. Asst.	Comp. Unit	9878310708	KL
9	Kamaljit	Sr. Asst.	Comp. Unit	9876113653	-Ab-
10	Ritu Sharma	Sr. Asst.	Comp. Unit	9216902901	-Ab-
11	Harish Kumar	Clerk	Comp. Unit	9779318614	-Ab-
✓ 12	Jyoti Chawla	Clerk	Gen. Branch	8146998323	Jyoti
✓ 13	Anita	Clerk	Gen. Branch	9501401663	Anita
✓ 14	Shyam Lal	Clerk	Gen. Branch	9815255447	Shyam
✓ 15	Neetu Singh	Clerk	Gen. Branch	9041474717	Neetu
✓ 16	Shallu Thakur	Clerk	Gen. Branch	8558864988	Shallu
✓ 17	Avtar Singh	Clerk	Gen. Branch	9914213039	Avtar
✓ 18	Sandeep Kumar	Clerk	Gen. Branch	9041918716	Sandeep
✓ 19	Sanjay Kumar	Clerk	Gen. Branch	9501156502	Sanjay
✓ 20	Anupam Sharma	Clerk	Gen. Branch	9876591139	Anupam
✓ 21	Neeru	Clerk	Gen. Branch	9646343868	Neeru
22	Vishal Malhotra	Sr. Asst.	Esst. Branch	9815551743	-Ab-
23	Ekta	Clerk	Esst. - I	9878333060	-Ab-

Baljeet Rani Asst. Programmer IQAC

9988314302

Baljeet

24	Richa	Clerk	Esst. - I	8054012306	-Ab-
25	Nitin	Clerk	Esst. - I	9988602286	-Ab-
26	Ritu Sharma	Sr. Asst.	Esst. - I	9779720501	-Ab-
27	Sachinder	Clerk	Esst. - I	9988407006	-Ab-
✓ 28	Jagjeet Singh	Clerk	Esst. - I	9855144400	Jagjeet
✓ 29	Birender Singh	Sr. Asst.	Accounts	9988230728	Birender
30	Arun K. Sharma	Clerk	Comp. Unit	9914008066	-Ab-
✓ 31	Vikram Singh	Peon	Gen. Branch	9815456965	Vikram Singh
32	Deepak Adhikari	Peon	Acct. (Pension)	8427541903	-Ab-
✓ 33	Vinod Kumar	Clerk	S. W. Enquiry	9592184163	Vinod Kumar
34	Sujata Pandita	Clerk	Acct. (PF Sec.)	8427335157	-Ab-
✓ 35	Arjun Parshad	Clerk	RTI Cell	9780615218	Arjun Parshad
✓ 36	Naveen Khaira Khera	Peon	RTI Cell	9888375090	Naveen Khaira
✓ 37	Pawan Kumar	Clerk	Secrecy	9915150227	Pawan Kumar
✓ 38	Ranjit Singh	Sr. Asst.	Gen. Branch	9646235269	Ranjit Singh
✓ 39	Rakesh Chand	Peon	HRD	9417333584	Rakesh Chand
✓ 40	Suresh Kumar	Peon	Police Admn.	9417216501	Suresh Kumar
✓ 41	Manpreet Singh	Clerk	Re-evaluation	8872819819	Manpreet Singh
✓ 42	Gurpreet Puri	Helper	Re-evaluation	7888802940	Gurpreet Puri
✓ 43	Gurpreet Singh	Clerk	Re-evaluation	8054589576	Gurpreet Singh
✓ 44	Pyara Lal	Helper	Re-evaluation	9888777162	Pyara Lal
✓ 45	Bikramjit Singh	Clerk	Re-evaluation	9872759896	Bikramjit Singh
✓ 46	Anil Kumar	Helper	Re-evaluation	9459067480	Anil Kumar
✓ 47	Jasjeet Singh	Helper	Re-evaluation	9780417476	Jasjeet Singh
✓ 48	Amit Malhotra	Sr. Asst.	Anthropology	7888759248	Amit Malhotra
✓ 49	Gurdeep Singh	Peon	College Branch	9855807163	Gurdeep Singh
✓ 50	Mukesh	Clerk	Secrecy Branch	9041042421	Mukesh
✓ 51	Naithlesh Kumar	Helper	Secrecy Br.	9988232567	Naithlesh Kumar
✓ 52	Vishwjeet	Helper	Secrecy Br.	9988855940	Vishwjeet
✓ 53	Aditi Sharma	Steno.	F.D.O. Office	8968441060	Aditi Sharma
54.	Amardeep Singh	ASST. Programmer	IOAC	9463412656	Amardeep Singh