# Dr S.C. Gulhane Prerna College of Commerce, Science and Arts

**Run by Prerna Sewa Mandal**
**Reshimbag Square, Nagpur-24**
Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)

## REPORT ON WORKSHOP ON

## 'USES OF ICT' FOR NON-TEACHING STAFF

**Department : Department of Computer Science and Computer Application**

**Programme: Workshop on "Uses of ICT" for non-teaching staff.**

**Resource Persons : Dr Pravin Joshi, Mr Ravindra Shrikhande, Dr Bharti Deshmukh and Ms Neha Samundre**

**Date and Time: 24th March 2023 from 7: 30 AM - 3:30 PM**

**Objectives: -**

1. To provide broader knowledge of ICT.
2. How ICT tools can help the non-teaching staff to do their clerical work easily and efficiently.

   - To create Google form and to use Gmail essentials.
   - To create flyers/brochures using canva.
3. To know the importance of public relation.

**Highlights: -**

- The workshop was started with the introductory remark by Dr Durugkar, Principal of Dr S. C. Gulhane Prerna College of Commerce, Science and Arts.
- The first session was conducted by Mr. Shrikhande. He spoke on the importance of ICT and how ICT can help them to do their daily official work easily and efficiently.
- The second session was conducted by Dr Bharti Deshmukh. In her session she explained how google forms can help them to collect students data. Also she taught them to create the google forms using various options.
- Later on the third session was conducted by Ms. Neha Samundre who taught to create beautiful flyers and brochures using canva.com.
- The last session was conducted by Dr Pravin Joshi who explained how important it is to maintain the public relation as they are daily in contact with students and their parents. He clearly explained the signs of maturity like controlling anger, being patient, giving proper guidance, managing time, having sense of responsibility and helping the students in all ways.

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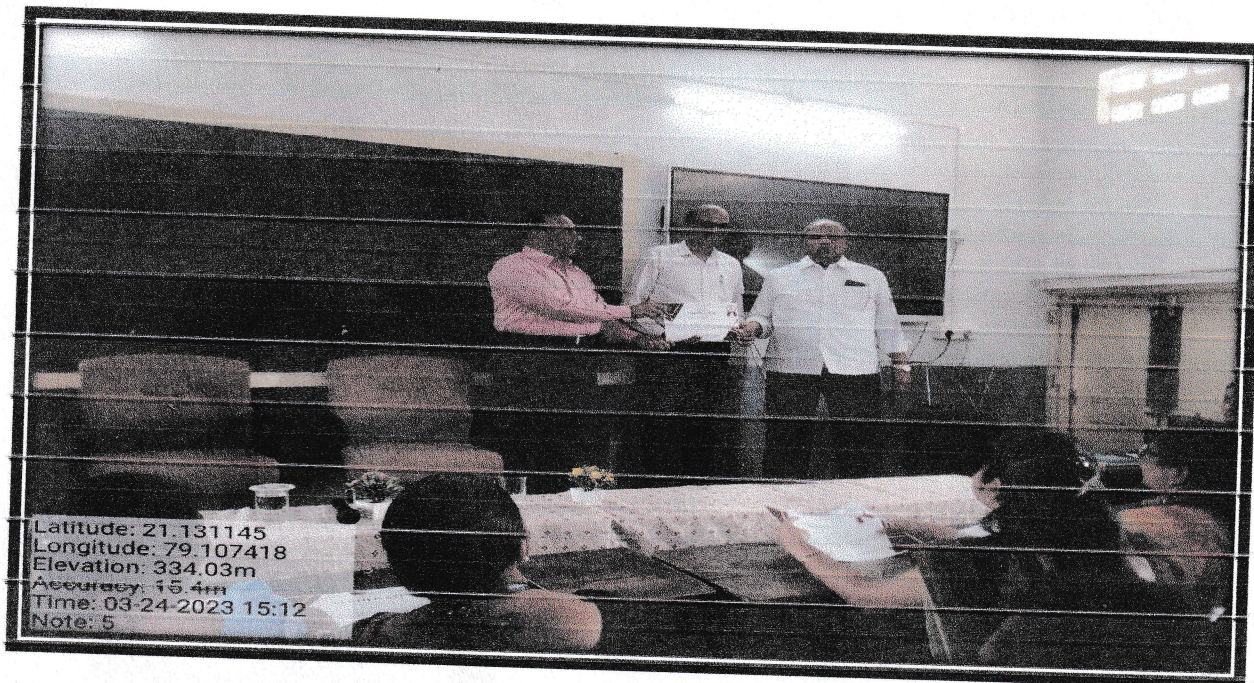NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)

## Program Outcome: -

- The non-teaching staff learnt the importance of ICT.
- They learnt to create google forms and uses of gmail essentials.
- They learnt to create flyers and brochures.
- They learnt the signs of maturity and how they should implement it at their workplace.

**No. of Beneficiaries : 22**

**Anchoring and Vote of Thanks by:** Ms Shivani Mesawat and Ms Kalyani Bawangarh

**Programme Coordinator:** Ms. Priya Godbole, Assistant Professor, Department of Computer Science.
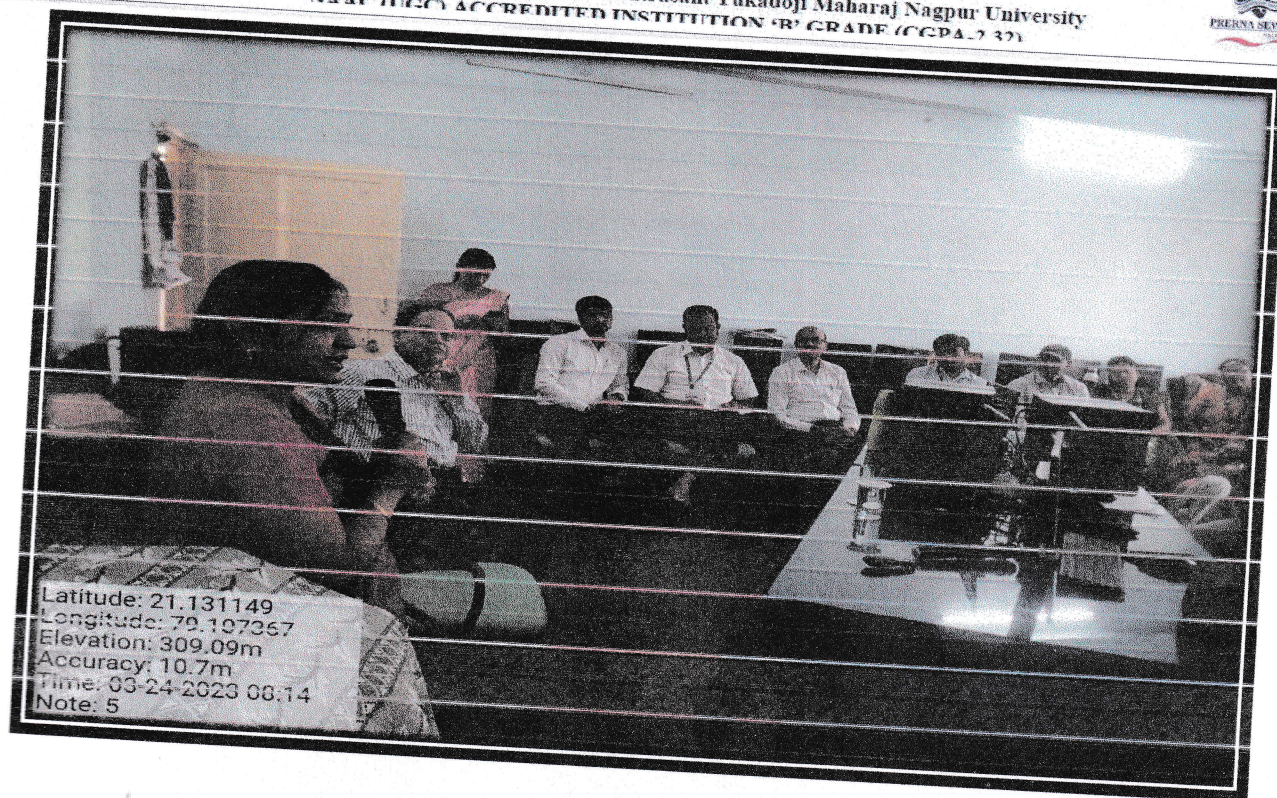


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Longitude: 79.107418
Elevation: 334.03m
Accuracy: 15.4m
Time: 03-24-2023 15:12
Note: 5

**Dr S C Gulhane and Dr Pravin Joshi distributing certificates to the staff**

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Latitude: 21.131149
Longitude: 79.107357
Elevation: 309.09m
Accuracy: 10.7m
Time: 03-24-2023 08:14
Note: 5

**Dr Bharti Deshmukh delivering lecture during the workshop**



Latitude: 21.131146
Longitude: 79.10737
Elevation: 309.88m
Accuracy: 15.0m
Time: 03-24-2023 08:07
Note: 5

**Mr Ravindra Shrikhande delivering lecture during the workshop**

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Latitude: 21.13125
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Elevation: 329.48m
Accuracy: 19.3m
Time: 03-24-2023 09:31
Note: 5

## Ms Neha Samundre delivering lecture during the workshop



Latitude: 21.130107
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Elevation: 330.74m
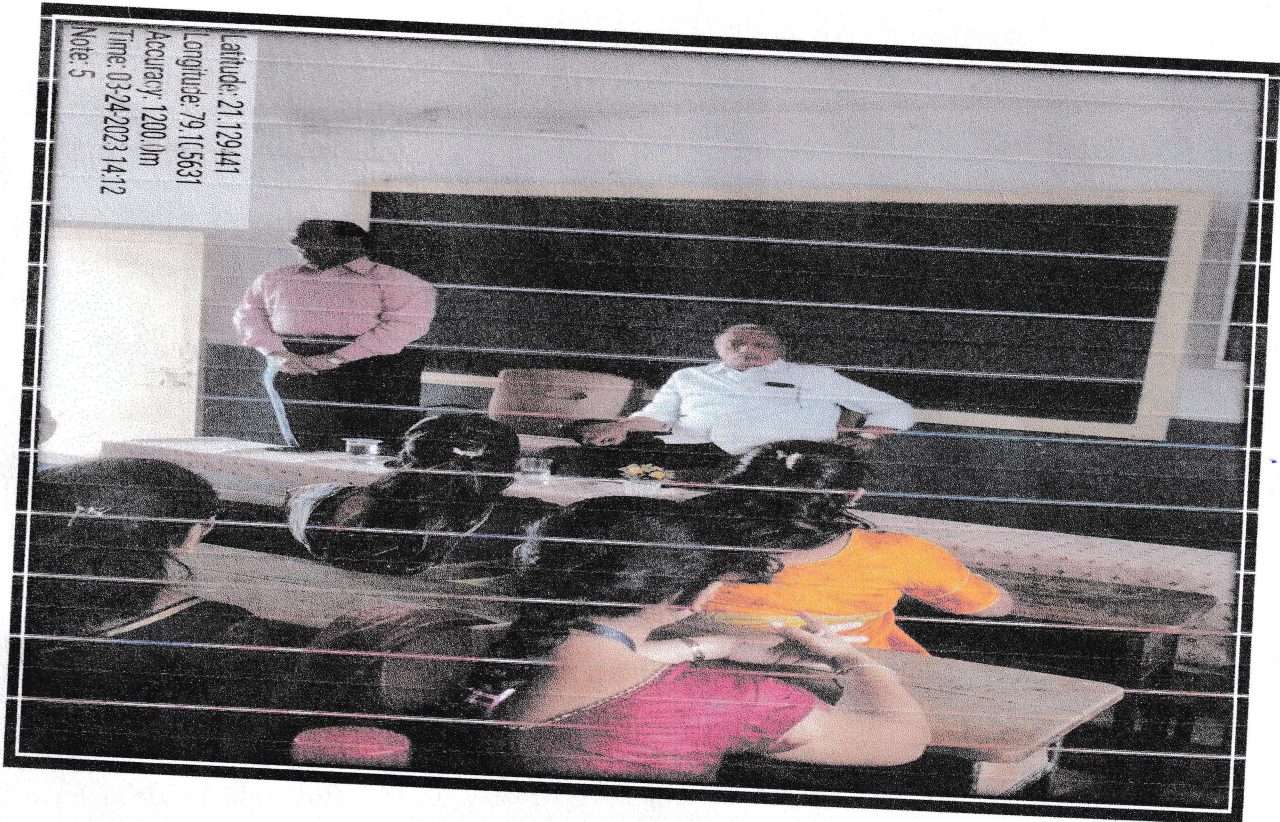Accuracy: 104.1m
Time: 03-24-2023 14:13
Note: 5

## Dr Pravin Joshi delivering lecture during the workshop

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Latitude: 21.129441
Longitude: 79.1C5631
Accuracy: 1200.0m
Time: 03-24-2023 14:12
Note: 5

Dr Pravin Joshi delivering lecture during the workshop

Programme Co-ordinator

erna College of Commerce