MANUU/ER-II-42/EF.14/2016-17/ **1284**   28th October 2016

NOTIFICATION

Sub: MANUU-ER-II Section – Conduct of Training Program in Fundamentals of Information and Computer Technology for Non –Teaching staff (Headquarters) Notification - Issued– Reg.

Ref: 1. Note of the Director CIT,dated 24.10.2016
        2. Approval of the Vice Chancellor dated 26.10.2016
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It is hereby notified that the Centre for Information Technology is organizing training programme on Fundamentals of Information and Computer Technology at ICT Lab, 1st floor, CSIT building for the Non –Teaching employees (Headquarters) of the University. The batch wise schedule is as follows:

LDCs and equivalent	UDCs and equivalent	Assistants / Section officers and equivalent	A.R's /equivalent and above	Session-I 4:00 – 5:00 p.m.	Session – II 5:00 – 6:00 p.m.
01.11.2016	21.11.2016	28.11.2016	05.12.2016	Introduction	Fundamental of computers
02.11.2016	22.11.2016	29.11.2016	06.12.2016	Word processing and open source alternatives	
03.11.2016	23.11.2016	30.11.2016	07.12.2016	MANUU Network & Resources - I	MANUU Network & Resources – II
04.11.2016	24.11.2016	01.12.2016	08.12.2016	Introduction to Google Apps- I	Introduction to Google Apps- II
07.11.2016	25.11.2016	02.12.2016	09.12.2016	IT security for End Users	Feedback and Discussion

All the above mentioned categories of employees working at Headquarters shall attend the training programme.

The Heads of the Departments/Sections are directed to permit the officials (Headquarters) to attend the training programme as per schedule.

Registrar

To:
1. V.Cs/ Registrars' Offices
2. All Deans of School of Studies
3. All Heads/ Incharge of Departments/ Centres
4. Concerned file.
5. University Website.