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UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
DILSHAD GARDEN, DELHI-110 095

No. MC/CCS/2021/ 624-c

Dated: 01.10.2021

Notice

Sub. Computer Training Programme.

The College is organizing a Computer Training Programme for Non-Teaching (Technical/Non-Technical) Staff of the College to be held on 09th and 16th October, 2021 at Lecture Theatre-I, 1st Floor, UCMS. The time-table for the lecture is as under:-

S.No.	Date and Time	Lecture to be given by	Syllabus
1.	09.10.2021 (2 to 4 pm)	Ms. Namita, Sr. System Programmer DUCC	Basic knowledge about computer, Operating system, MS word
2.	16.10.2021 (2 to 4 pm)	Dr. A.K.Bansal, In-Charge, DBMI, UCMS	MS Excel, MS Power Point

All the Non-Teaching (Technical/Non-Technical) Staff who wish to attend the lecture are requested to make it convenient to attend the lecture as per above mentioned schedule.


PRINCIPAL

Copy to:-

1. The Head, Deptt. of _____, UCMS.
2. The Coordinator, HLS/CRL/EOC, UCMS.
3. The Assistant Registrars, UCMS
4. In-charge, Library/Lecture Theatre/Central Animal House/In-service Training/Photo & MIU/MEU/Skill Lab.
5. Ms. Namita, Sr. System Programmer, DUCC
6. Dr. A.K.Bansal, In-Charge, DBMI, UCMS
7. Notice board
8. College website.