



# INNOVATIVE COLLEGE OF PHARMACY

(Affiliated to Dr. APJAKTU, BTEUP - Lucknow  
and Approved by PCI, New Delhi)

## Faculty Development Program

### MS-WORD LEARNING PROGRAM

#### ELIGIBILITY:

All Non-Teaching Members

#### DURATION :

14th December 2020 to 19th December 2020



**Principal:**  
Dr. J. Joanofarc  
Pharmacy

**Coordinator:**  
Dr. Titiksha Sharma  
Academic Director

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# INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

## NOTICE

Date- 10/12/2020

It is hereby informed to all Non-teaching staff members that Innovative College of Pharmacy is going to Organizing a 5 day of MS-Word learning Program for staff in Computer Lab at Innovative college of Pharmacy on 14th December 2020 to 19th December 2020

Kindly attend the session.

Event Coordinator

Head of Department





## ACTIVITY REPORT

**Date:** 14th December 2020 to 19th December 2020

**Name of activity:** MS-Word learning Program for staff

**Venue:** Innovative college of Pharmacy

**No of Participants:** 14

**Brief objective of event:** Importance of MS-Word to basics of the Word interface, text handling, formatting, and fundamental document operations like printing and emailing. Microsoft training can help you streamline some of your chores and duties, allowing you to save time and improve your performance on specific jobs.

**In-charge/Coordinator:** Mr. Mohd. Almas Khan (Asst. Professor, ICP)

**Brief description of event:** MS-Word learning Program was organized by Innovative College of Pharmacy via Computer lab. The event includes create a variety of documents, from simple letters to complex reports. The programme was concluded with vote of thanks by Mr. Kamlesh Singh (Asst. Professor, ICP).







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## ATTENDANCE

Sr. No	Name of the Non-Teaching Staff	Signature
1.	Mr. Dharmendra	
2.	Mr. Keshav	
3.	Mr. Kuldeep Tomar	
4.	Mr. Abhay Kumar	
5.	Jitender	
6.	Monu	
7.	Bablu	
8.	Mr. Vijay	
9.	Mr. Vikrant Pur	
10.	Ms. Manisha	
11.	Ms. Sakshi Chauhan	
12.	Ms. Jyoti	
13.	Mr. Satender Singh	
14.	Ramesh	

