

**Report
On
“Staff Development Program on IT Tools”**

A staff development programme on IT Tool was organized by IQAC from 05th February 2024 to 09th February 2024.

This training programme was intended for the non-teaching staff of the college. Effective usage of IT Tools can improve the productivity at the work place. Identifying the often used IT operations and practicing them will save time and get things done with ease..The following key functions were taught in IT Tool based on the work requirements the participants in the attendance.

1. Data Formatting
2. Math, text and conditional formula
3. Data validation and conditional formatting
4. To Create Google Form.
5. To Create Google Sheet.

Program Schedule

Program	SDP on IT Tools
Date	05-02-2024 to 09-02-2024
Venue	CAD Lab,E-324 second Floor,B Block
Resource Person	Mr. Basanta Mahto , Dr. Badal Bhushan
No. Of Participants	30

Photograph of the event

IIMT
COLLEGE OF ENGINEERING
Greater Noida
— Aim For Excellence —

**“Staff Development Program
on IT Tools”**

Organised by
Internal Quality Assurance Cell

Date - 5th - 9th February, 2024 | Time - 11:00 AM Onwards

Venue: CAD LAB : E-324

Patrons		Coordinator
Prof. (Dr.) S.S. Tyagi Director	Prof. (Dr.) Seema Nayak HOD(ECE) & IQAC Coordinator	Ms. Neelam Singh Assistant Professor (ECE)

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