


GITIW, CHANDIGARH ONLINE ICT TRAINING (80 HOURS) SCHEDULE EFFECTIVE FROM JULY 15, 2020 IN RESPECT OF GROUP C EMPLOYEES HAVING COMPUTER FACILITIES

S. No.	Name of ICT Trainer	Batch No. to be trained	Batch Module Topics to be covered	Remarks
1.	Mrs. Manpreet Kaur	1 st	Computer Fundamentals, Microsoft Office,	Smt. Anuka, Nodal Officer will be responsible for the strict adherence of the ICT Training Schedule by ICT Trainers as per approved ICT Manual for Group C employees
	Mrs. Mukta	2 nd		
	Mrs. Gaganpreet Kaur	3 rd		
	Mrs. Bhawana	4 th		
	Mrs. Akanksha	5 th		
	Mrs. Poonam Saini	6 th		
	Mrs. Navpreet Kaur	7 th		
2.	Mrs. Mukta	1 st	Internet and its applications e-Governance Portals,	
	Mrs. Gaganpreet Kaur	2 nd		
	Mrs. Bhawana	3 rd		
	Mrs. Akanksha	4 th		
	Mrs. Poonam Saini	5 th		
	Mrs. Navpreet Kaur	6 th		
	Mrs. Manpreet Kaur	7 th		
3.	Mrs. Gaganpreet Kaur	1 st	Basic concepts of Networking Awareness to Cyber Security concepts	
	Mrs. Bhawana	2 nd		
	Mrs. Akanksha	3 rd		
	Mrs. Poonam Saini	4 th		
	Mrs. Navpreet Kaur	5 th		
	Mrs. Manpreet Kaur	6 th		
	Mrs. Mukta	7 th		


 Principal 08/07/2020
 GITIW, Chd.