

Report of training programme on “Computer Application Skill Enhancement of Skilled Supporting Staff of ICAR-CRIJAF”

Three days training programme (March 16-18, 2017) was organised for the Skilled Supporting Staff of ICAR-CRIJAF, Barrackpore for creating awareness and hand on exercise on information technology. Eleven skilled supporting staff participated in the training. They have been given training on fundamentals of



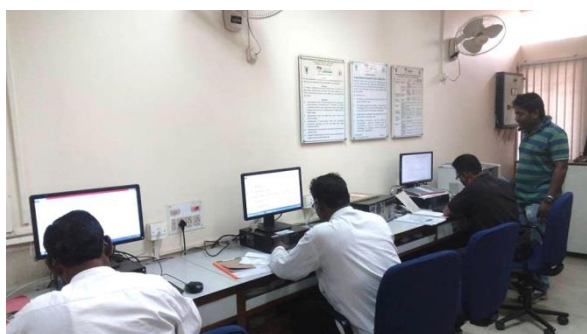
computer system including hardware and software, introduction on networking system with emphasis on internet and local area network, creation of mail accounts using free electronic mailing system, use of Microsoft office specifically Microsoft word and power point; checking ICAR and CRIJAF websites; operation of MIS-FMS portal to apply leave, generation of pay slips, etc.

Dr. J. Mitra, Director, ICAR-CRIJAF welcomed the participants in the inaugural session of the training along with Dr. P. Satya, Nodal Officer, HRD cell, Dr. Asim Kumar Chakraborty, Course Coordinator and Dr. Dhananjay Barman, Course Co-coordinator of ICAR-CRIJAF. All of them narrated the importance of the training programme for the skilled supporting staff. The participants were very keen and attentive throughout the programme to learn the topics.

During these 3 days, the course have been categorised in six different modules, consisting of theory and practical classes were arranged on all the topics. A comprehensive user’s guide for training programme was prepared and distributed among the participants. Mr Nilanjan Paul, ACTO and Mr Subhadeep Mondal, YP-I actively facilitated in the deliberations during all stages of the training programme, particularly on preparation of User’s Guide and hands on training of the participants.



The training was concluded with a valedictory function with distribution of certificates and vote of thanks by Dr. D. Barman, Course Co-Coordinator, of the training programme.



Venue: Conference Hall & AKMU cell, ICAR-CRIJAF, Barrackpore, Kolkata 700120