



Department of Computer Science & Application

Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.)

One Day Training Programme

On

SMART OFFICE

Date: 30-12-2019



Mr. Jeetendra Kumar
Co-ordinator

Dr. H.S. Hota
Head
Department of CSA

Organized by

Department of Computer Science and Application

A
Report
on
One Day Training Programme
on
SMART OFFICE

One day training programme has been organized on "Smart Office" on 30/12/2019 for the technical staff and faculty members of the University for providing training of various office automation tools that can help them in shifting from traditional way of working to smart working. Training programme was planned in order to help the participants to understand the need and significance of smart office tools for improving their performance. Programme was chaired by the Honorable Vice Chancellor Prof. G.D. Sharma, Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.) and he focused on the important of tools for efficient working and in more transparent way. Chief Guest Dr. R. B. Sinha, Director, BTSSO, Bilaspur (C.G.) emphasis on employee and employer relationship and how the tools can help both to achieve their organizational goal. Two expert trainer Dr. M. S. Rathor Scientist 'C' and Mr. Fool Shingh Lodhi, Junior Translator (Hindi), BTSSO, Bilaspur (C.G.) gave the training on various office automation tools and Mr. Lodhi gave the training on various Hindi tools like (LEELA RAJBHASA, e-mahashabdkosh, administrative dictionary, shrut lekhan, pravachak etc.) of Government of India and explained the benefits of creating document in Unicode font. Programme was closed with formal vote of thanks by Mr. Jeetendra Kumar, coordinator of Training programme.

