

GOVERNMENT COLLEGE FOR GIRLS, SECTOR 14, GURUGRAM

ORGANISING

TWO DAYS FDP WORKSHOP FOR LAB ATTENDENTS AND NON- TEACHING STAFF



DATE	TIME	MODULE	RESOURCE PERSON
JUNE 25, 2022 SATURDAY	MORNING SESSION (10 AM TO 1 PM)	FINANCIAL ISSUES AND BILL PREPARATIONS	Dr. Pardeep <u>Dhankar</u>
	EVENING SESSION: (2 PM TO 4 PM)	STOCK PREPARATION AND UPDATION	Ms. Jyoti Solanki
JUNE 27, 2022 MONDAY	MORNING SESSION (10 AM TO 1 PM)	ICT TOOLS FOR LAB/OFFICE WORK	Ms. Namita & Ms. Komal <u>Ms. Vanita</u> & <u>Ms. Jyotsana</u>
	EVENING SESSION (2 PM TO 4 PM)	HANDS ON EXERCISES (RECORD KEEPING AND DOCUMENTATION)	Ms. Sanju , <u>Ms. Poonam</u> & <u>Ms. Rajwanti</u>

Coordinator

Ms Anita Rathee

Principal

Dr. Ramesh Garg