



संत लॉंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान  
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)  
लॉंगोवाल, जिला संगरूर, पंजाब – 148106  
**Sant Longowal Institute of Engineering & Technology**  
(Deemed-to-be-University under Ministry of Education, Government of India)  
**Longowal, District Sangur, Punjab-148106**

संदर्भ सं/ Ref. No. SLIET/REG/729

दिनांक/Date: 4.6.2021

### CIRCULAR

The Department of Computer Science & Engineering, SLIET, Longowal is going to organize an online Workshop titled "**Enhancement of Computer Skill- Level-1 (for office/Ministerial Staff)**" from **08.06.2021 to 22.06.2021**. The proposed topics to be covered in the Workshop are MS Office, MS Power Point, MS Excel, MS Visio, online available tools etc.

The following officials can be contacted for registration of the programme: -


Name of the Head of the Department	Dr. Manoj Sachan, Professor E-mail Id: <a href="mailto:manojsachan@sliet.ac.in">manojsachan@sliet.ac.in</a>
Name of the Coordinators	Dr. Tajinder Singh, A.P. (CSE) E-mail Id: <a href="mailto:tajindersingh@sliet.ac.in">tajindersingh@sliet.ac.in</a> Dr. Rishabh Verma, A.P. (EIE) E-mail Id: <a href="mailto:rishabhverma@sliet.ac.in">rishabhverma@sliet.ac.in</a>

It is **MANDATORY** for all the **Office/Ministerial staff** including **recent promotees** to attend the above said programme. The Scientific Staff/Instructors/Technical Assistant etc. can also attend the programme.

All Deans/HoDs/Section In-charges are requested to deputed all the office/Ministerial staff and other staff (as per requirement) to attend the programme.

NOTE: **Course Brochure** (with link for registration) and **Schedule** is enclosed herewith.

This bears the approval of Competent Authority dated 03.06.2021.

  
4/6/21  
**Registrar (Officiating)**

Copy to :

1. Director, SLIET – for kind information, please.
2. HoD(CSE) – along with approval of Director, SLIET dated 03.06.2021 in original.
3. All Deans/HoDs/Section In-charges – for circulation amongst staff.
4. F.I.(ACSS) – with a request to upload on the Institute website.
5. File copy.

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