

## **Short Term Training Program – "Tech Tools for Tomorrow"** **(05–09 May 2025)**

The Department of Computer Science & Engineering, JIMS Engineering Management Technical Campus, Greater Noida, successfully organized a five-day Short Term Training Program (STTP) from 05th to 09th May 2025, exclusively for non-teaching staff.

Held at the AI Lab, the program focused on equipping participants with hands-on experience in essential digital tools like MS Excel, MS PowerPoint, HTML, and Canva. The sessions concluded with a revision, interactive quiz, and feedback round. With enthusiastic participation from 24 staff members, the STTP not only boosted digital literacy but also fostered collaboration and creativity in the application of tech tools for administrative and academic enhancement.

The primary objective of the Short-Term Training Program was to enhance the digital proficiency of non-teaching staff by providing practical, hands-on training in essential technological tools commonly used in academic and administrative settings. The program aimed to empower participants with the skills needed to effectively utilize MS Excel for data management, MS PowerPoint for impactful presentations, HTML for understanding basic web development, and Canva for professional visual content creation. By fostering digital literacy and encouraging creative application of these tools, the program sought to build a more efficient, tech-enabled work environment and support the institution's commitment to continuous professional development.





